



Warrumbungle Shire Council

Council meeting

Thursday, 21 May 2015

**to be held at the Council Chambers,
Coonabarabran**

commencing at 10.00 am

Mayor

Councillor Peter Shinton

Deputy Mayor

Councillor Murray Coe

COUNCILLORS

Councillor Gary Andrews

Councillor Anne-Louise Capel

Councillor Fred Clancy

Councillor Victor Schmidt

Councillor Chris Sullivan

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Steve Loane (General Manager)

Stefan Murru (Director Corporate & Community
Services)

Kevin Tighe (Director Technical Services)

Leeanne Ryan (Director Development Services)

Warrumbungle Shire Council

Vision

Excellence in Local Government

Mission

We will provide:

- Quality, cost effective services that will enhance our community's lifestyle, environment, opportunity and prosperity.
- Infrastructure and services which meet the social and economic needs and aspirations of the community now and in the future.
- Effective leadership and good governance, by encouraging teamwork, through a dedicated responsible well trained workforce.

We Value

Honesty

Frank and open discussion, taking responsibility for our actions

Integrity

Behaving in accordance with our values

Fairness

Consideration of the facts and a commitment to two way communication

Compassion

Working for the benefit and care of our community and the natural environment

Respect

To ourselves, colleagues, the organisation and the community listening actively and responding truthfully

Transparency

Open and honest interactions with each other and our community

Passion

Achievement of activities with energy, enthusiasm and pride

Trust

Striving to be dependable, reliable and delivering outcomes in a spirit of goodwill

Opportunity

To be an enviable workplace creating pathways for staff development

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

NOTICE is hereby given that the **ORDINARY MEETING** of Council will be held on Thursday, 21 May 2015 at the Council Chambers, John Street, Coonabarabran commencing at 10.00am

AGENDA

Welcome

Turn Off Mobile Phones

Order of Business

Forum

Apologies

Disclosure of Interest

 Pecuniary Interest

 Non Pecuniary Conflict of Interest

Reports

Matters of Concern

Reports to be considered in Closed Council

Item 1C Tender for Replacement of Kenebri Bridge

Item 2C Fit for the Future Improvement Action Plans

Item 3C Organisational Structure Review

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLA SHIRE COUNCIL

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Matters to be dealt with “in committee”

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The items relate to Tenders and personnel matters and are classified CONFIDENTIAL under Section 10A(2) (a) and (c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

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STEVE LOANE
GENERAL MANAGER

WARRUMBUNGLE SHIRE COUNCIL

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WARRUMBUNGLE SHIRE COUNCIL

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Item 1 Minutes of Ordinary Council Meeting – 16 April 2015

Division:	Executive Services
Management Area:	Governance
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Cr Peter Shinton (Chairman), Cr Andrews, Cr Capel, Cr Clancy, Cr Coe, Cr Schmidt, Cr C Sullivan, Cr R Sullivan, Cr Todd, General Manager (Steve Loane), Director Corporate & Community Services (Stefan Murru), Director Technical Services (Kevin Tighe) and Director Development Services (Leeanne Ryan)

In attendance: Administration Officer (Leigh Ernest) (minutes)

The Mayor called for Declarations of Pecuniary Interest and Non Pecuniary Interest. No declarations were made.

REPORTS

Item 1 Minutes of Ordinary Council Meeting – 19 March 2015

296/1415 RESOLVED that the resolutions contained in the Minutes of the Ordinary Council meeting held on 19 March 2015 be endorsed.

R Sullivan / Todd
The motion was carried

Item 2 Minutes of Special Council Meeting – 9 April 2015

297/1415 RESOLVED that the resolutions contained in the Minutes of the Special Council meeting held on 9 April 2015 be endorsed.

Todd / Schmidt
The motion was carried

Item 3 Minutes of Traffic Advisory Committee Meeting – 26 March 2015

298/1415 RESOLVED:

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 26 March 2015.
2. That Council write to Coonabarabran Woolworths requesting a taxi zone be allocated next to the disabled car parking space located in front of Woolworths.
3. That the Easter Bunny Bazaar Traffic Control Plan (TCP) be approved subject to removal of reference made to changing the 'Give Way' priority for the diversion route in Namoi Street **FURTHER** that the TCP be referred back to RMS for concurrence.

WARRUMBUNGLE SHIRE COUNCIL

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4. That alternative treatments be investigated for discouraging trucks travelling via Binnia Street, Coolah **FURTHER** that traffic counters be placed at Cunningham Street and Binnia Street.
5. That request by Baradine Junior Sports Club to close Darling Street between Masman Street and Walker Street on 11 April 2015, 18 April 2015, 16 May 2015, 30 May 2015 and 15 August 2015 for the 2015 JRL&NC Competition be approved subject to compliance with Council's Road Closure Policy.
6. That the proposed concept plan for shoulder blisters in Bolaro Street (Golden Highway) at Merrygoen Street, Dunedoo be amended to include modifications to fencing and the northern blister **FURTHER** that the amended plan be referred to RMS for consideration and approval and brought back to the next Traffic Committee meeting.

Coe / Schmidt
The motion was carried

Item 4 Minutes of Warrumbungle Liquor Accord Incorporated Meeting – 2 February 2015
299/1415 RESOLVED that Council notes the Minutes of the Warrumbungle Liquor Accord Incorporated Meeting held on 2 February 2015 at Coonabarabran.

Schmidt / R Sullivan
The motion was carried

Item 5 Minutes of Baradine Community Consultation Meeting – 23 March 2015
300/1415 RESOLVED that Council accept the minutes from the Baradine Community Consultation Meeting held on 23 March 2015 at Baradine.

Todd / Capel
The motion was carried

Item 6 Minutes of Coonabarabran Community Consultation Meeting – 23 March 2015
301/1415 RESOLVED that Council accept the minutes from the Coonabarabran Community Consultation Meeting held on 23 March 2015 at Coonabarabran.

Schmidt / R Sullivan
The motion was carried

Item 7 Minutes of Dunedoo Community Consultation Meeting – 25 March 2015 302/1415
RESOLVED that Council accept the minutes from the Community Consultation Meeting held on 25 March 2015 at Dunedoo.

C Sullivan / R Sullivan
The motion was carried

Item 8 Minutes of Coolah Community Consultation Meeting – 25 March 2015
303/1415 RESOLVED that Council accept the minutes from the Coolah Town Committee meeting held on 25 March 2015 at Coolah.

C Sullivan / Capel
The motion was carried

Item 9 Minutes of Binnaway Community Consultation Meeting – 30 March 2015
304/1415 RESOLVED that Council accept the minutes from the Binnaway Community Consultation Meeting held on 30 March 2015 at Binnaway.

Andrews / Capel
The motion was carried

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Item 10 Minutes of Mendooran Community Consultation Meeting – 30 March 2015

305/1415 RESOLVED that Council accept the minutes from the Mendooran Community Consultation Meeting held on 30 March 2015 at Mendooran.

C Sullivan / Capel
The motion was carried

Item 11 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 7 April 2015

306/1415 RESOLVED that Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 7 April 2015 at Dunedoo.

C Sullivan / Capel
The motion was carried

Item 12 Warrumbungle Cobbora Transition Fund Committee

307/1415 RESOLVED that Council resolves to accept the committee's recommendation to engage Lewis & Zwart as the designers for the RNSW290 Three Rivers Retirement Community and Learning Centre project.

Council note update for the Cobbora Transition Fund projects.

C Sullivan / Capel
The motion was carried

Item 13 Council Resolutions Report April 2015

Received.

Item 14 Report from Human Resources – April 2015

Received.

Item 15 Bank Reconciliation for the month ending 31 March 2015

308/1415 RESOLVED that Council accept the Bank Reconciliation Report for the month ending 31 March 2015.

Schmidt / R Sullivan
The motion was carried

Item 16 Investments and Term Deposits for Month ending 31 March 2015

309/1415 RESOLVED that Council accept the Investments Report for the month ending 31 March 2015.

Capel / R Sullivan
The motion was carried

Item 17 Rates Report for Month Ending 31 March 2015

Received.

Item 18 Deed Agreement with Infrastructure NSW for Allison Bridge

310/1415 RESOLVED that the General Manager is authorised to use Council's Seal for executing a funding deed of agreement with the NSW Treasurer for the Allison Bridge project, which has a total project cost of \$2,010,000. Furthermore, Council contributes \$80,000 towards the cost of the project.

R Sullivan / Capel
The motion was carried

Cr Coe requested that the staff be thanked for the work undertaken on Merotherie Road.

Item 19 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Received.

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Item 20 Planning Proposal

311/1415 RESOLVED that Council continues to proceed with the Planning Proposal as per the Gateway Determination, as approved by The Department and as per Council's resolution of 20 November 2014 (Resolution 177/1415).

Todd / Schmidt
The motion was carried

Item 21 Compulsory Acquisition of Land – Visitor Information Centre Car Park

312/1415 RESOLVED that Council continues the acquisition as resolved previously via Resolutions 123/1213 and 217/1314.

Schmidt / Capel
The motion was carried

Item 22 Development Applications

313/1415 RESOLVED that Council note the Applications and Certificates Approved, during March 2015, under Delegated Authority.

Schmidt / Todd
The motion was carried

10.50am

314/1415 RESOLVED that standing orders be suspended to break for morning tea.

R Sullivan / Capel
The motion was carried

11.15am

315/1415 RESOLVED that standing orders be resumed.

Capel / Todd
The motion was carried

316/1415 A rescission motion was moved by Councillor Todd seconded by Councillor Clancy that Minute number **294/1415 RESOLVED** that Council award the Contract for demolition of Kenebri Bridge and construction of a new bridge on the same road alignment and with a total length of 39 metres and carriageway width of 4.5 metres to Bridging Australia for a price of \$415,877 (incl GST) be rescinded.

The rescission motion was put and carried.

317/1415 RESOLVED that Council invite four preferred contractors to supply a tender for Kenebri Bridge with a carriageway width of 6 metres.

Clancy / Capel
The motion was carried

Matters of Concern

Cr Capel

- Macquarie Regional Library has Anzac WW1 catalogue photos available on their website from local area.

Cr Coe

- Anzac Day wreaths for ceremonies. Advised wreaths distributed.

Cr Schmidt

- Quaker Tommy Rd – should be listed as category 2 instead of category 3.

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Cr R Sullivan

- Mitchell Springs Road - severe washout, requires 'half road closed' signage and engineering work to be done.

Cr Clancy

- Night Rider Bus – request for information regarding cost to Council.
- Request for placement of a rest spot along the walking track leading to the industrial area.
- Riding for the Disabled building – requesting an update. General Manager commented that repairs have been delayed as no local builders have been willing to quote, proceeding to obtain quotes from builders in Dubbo.

Cr Andrews

- Sign on Mollyan Road saying 'South Bourke and Halls Road' but should actually be 'East Bourke and Halls Road'.

Cr Todd

- Two dead trees on Timor Street
- Overhanging trees on Aerodrome Road
- Hickory bushes leaning over the road on the overhead bridge at The Gap on Baradine Road.

There being no further business the meeting closed at 11.52 am.

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CHAIRMAN

RECOMMENDATION

That the resolutions contained in the Minutes of the Ordinary Council meeting held on 16 April 2015 be endorsed.

WARRUMBUNGLE SHIRE COUNCIL

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Item 2 Minutes of Traffic Advisory Committee Meeting held on 23 April 2015

Division:	Technical Services
Management Area:	Technical Services Management
Author:	PA to Director Technical Services – Tracy Cain
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P13 Road networks throughout the shire need to be safe, well-maintained and adequately funded.

PRESENT: Cr Peter Shinton (Chair), Ms Sharon Grierson (RMS), Senior Constable Steven Chaplin (NSW Police Force), Mr Colin Harper (Minister's Representative) Mr Kevin Tighe (Director Technical Services), Mr Ken Smith (Road Safety Officer) and Mr Bikram Joshi (Manager Asset & Design).

APOLOGIES: Ms Jackie Barry (RMS).

IN ATTENDANCE: Ms Chantelle Elsley (RMS) and Ms Tracy Cain (Minutes).

CONFIRMATION OF MINUTES:

34/1415 RECOMMENDED that the minutes of the Traffic Advisory Committee meeting held on Thursday, 26 March 2015 be confirmed.

Chaplin/Harper

BUSINESS ARISING FROM THE MINUTES

The following matters were noted as outstanding:

- o Proposal to Extend Centre Median in Binnia Street - Further investigations and site visit to be undertaken in relation to issue with northbound vehicles making a U turn at Campbell Street intersection. Plan to be prepared prior to site visit.
- o Further investigations and site visit to be undertaken of sight distance concerns at the intersection of Digilah Street and Wallaroo Street.
- o Dedicated carpark for disabled drivers in front of the Warrumbungle Community Care office in Coolah.
- o Proposal to install rumble strips on approach to dip in Bullinda Street, Binnaway – RMS to provide Council with delineation information.
- o Council investigate the preparation of a Rural Bus Stop Policy.
- o Advise RMS of damage and deterioration of fence panels on the Mary Jane Cain Bridge.
- o Location of School Bus Stop Areas on Golden Highway between 9 km and 13 km West of Dunedoo – Formal contact to be made with bus operator(s).
- o Intersection of Golden Highway and Vinegaroy Road – Concerns about lack of RH turn capacity at the intersection of Golden Highway and Vinegaroy Road to be formally conveyed to the Hunter Region of RMS.
- o Piggery Development Proposal – Inspection of intersection located at Baradine Road (MR129) for development access to ensure traffic movements are in compliance with guidelines for intersection treatment.
- o Proposal for kerb blisters in Bolaro Street, Dunedoo (western end) – Proposed plan to be amended to include parking, no parking and no stopping areas and forwarded to RMS Design Services for consideration and approval.
- o Tastebuds Café – Council to investigate filling in the lay way.

WARRUMBUNGLE SHIRE COUNCIL

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- Proposed Taxi Zone at Woolworths Car Park in Coonabarabran – Council to write to Woolworths requesting a taxi zone be allocated next to the disabled car parking space located in front of Woolworths.
- Alternative treatments to be investigated for discouraging trucks travelling via Binnia Street, Coolah. Traffic counters to be placed at Cunningham and Binnia Streets.
- Identification and replacement of school 40 km patches / dragons teeth.
- Inspection of side road and crest located 600 m on the Dandry Road. Inspection to be undertaken and brought back to the next Traffic Committee meeting.

AGENDA ITEMS

- a) Coonabarabran Pony Club – Request for Closure of Reservoir Street for Cross Country One Day Event – 12 April 2015

35/1415 RECOMMENDED that request by the Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 12 April 2015 from 9.00 am to 3.00 pm to conduct a Cross Country Event be approved subject to compliance with Council's Road Closure Policy **FURTHER** that three months notice of intention to close the road is required.

Harper/Chaplin

- b) Request to Change 'Stop' Sign to 'Give Way' Sign at the Intersection of Vinegaroy Road and Cunningham Street, Coolah

The current signage was installed to ensure motorists were aware of the significant changes made to the intersection. It was noted that the process of site triangles was to be undertaken to determine whether a 'Give Way' or 'Stop' sign was required. Sufficient site distance is required to determine 'Give Way' priority.

36/1415 RECOMMENDED that a review of the 'Stop' sign, linemarking and site distances be undertaken at the intersection of Campbell Street and Cunningham Street, Coolah.

Grierson/Harper

- c) Coonee March 2015 Association – Re-enactment of 'Snowballing' WW1 Recruiting March (Kookaburra March)

37/1415 RECOMMENDED that request by the Coonee March 2015 Association to use Council's roads for re-enactment of the 'Snowballing' WW1 Recruiting March (*Kookaburra March*) from 1-4 November 2015 be approved subject to development of a Traffic Management Plan and concurrence with RMS, NSW Police Major Events Unit and the NSW Transport Management Centre.

Grierson/Harper

- d) RSO Monthly Reports – February, March, April 2015

The RSO Monthly Reports for February, March and April 2015 were received and noted. In particular the following projects were discussed:

- Nite Rider Service – Now operating on Friday, Saturday and Sunday nights.
- Free Cuppa Program – Commencement on 1 March 2015. Promotional material delivered to local participating businesses.
- Rural School Bus Routes and Bus Stops Guidelines – Updates to be made.
- Speed Advisory Trailer – Located facing west bound traffic on Black Stump Way at Coolah in 50 km limit. March 2015 – 78% speeding, 36% over 20 kph over the speed limit and highest speed recorded 83 kph. SAS has reduced speed from 91 kph to 53 kph.
- Finalisation of PAMP - New Milestone Reporting with RMS and Council.
- Keep Our Kids Safe and Just Slow Down Programs – School Zones at Coolah.
- Media – Advertising of current Road Safety Programs.
- Liquor Accord Meeting – Attendance by Police representative at Baradine meeting on 14 April 2015.

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GENERAL BUSINESS

The following matters were raised without Resolution:

- John Street and Cassilis Street Kerb Extension Funding Program – Requirement for Bike Lane. Design plan to be adjusted without Cycle Lane. RMS to be advised that largest vehicle in swept path is 19 m.
- Confusing 'Bus Stop' signs either side of Tureevale Road, Coolah. Determine whether a bus route, bus stop or children crossing area. Confirmation and further investigation of signage required.
- 'Concealed Driveway' sign to be installed on Golden Highway on approach to property 'Talbragar Park'.
- RMS advised that a lot of earthworks would need to be undertaken to ensure school bus pulls completely off the road at proposed school bus zone on Golden Highway opposite 'Talbragar Park' property access.
- Semi Trailer Trial Entry to Roaches in Little Timor Street – Police attended trial on 26 March 2015. Advised of Roaches intent to extend fence and driveway access. Police to monitor 'No Stopping' zone.
- Anzac Day Marches – Advised of preparations for Anzac Day including Traffic Control Plans, engagement of Council staff and Police assistance.
- National Sorry Day Memorial Walk – Inclusion of rolling road closure in Traffic Control Plan. Police to be involved in event.
- Relocation of 'No Stopping' signs at Coolah School – Extension of 'No Stopping' zone on eastern side from gully to first driveway to allow more visibility.
- Council to reinstate school patches.

There being no further business the meeting closed at 11.27 pm.

The next meeting is to be held on Thursday, 28 May 2015 in the Gallery Meeting Room, Coonabarabran commencing 10.30 am.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Traffic Advisory Committee meeting held at Coonabarabran on 23 April 2015.
2. That request by the Coonabarabran Pony Club to close Reservoir Street, Coonabarabran on Sunday, 12 April 2015 from 9.00 am to 3.00 pm to conduct a Cross Country Event be approved subject to compliance with Council's Road Closure Policy **FURTHER** that three months notice of intention to close the road is required.
3. That a review of the 'Stop' sign, linemarking and site distances be undertaken at the intersection of Campbell Street and Cunningham Street, Coolah.
4. That request by the Cooe March 2015 Association to use Council's roads for re-enactment of the 'Snowballing' WW1 Recruiting March (*Kookaburra March*) from 1-4 November 2015 be approved subject to development of a Traffic Management Plan and concurrence with RMS, NSW Police Major Events Unit and the NSW Transport Management Centre.

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Item 3 Minutes of Robertson Oval Advisory Committee Meeting held on 6 May 2015

Division:	Technical Services
Management Area:	Ovals
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF2.1 Give communities of the shire opportunities to be informed about and involved in Council's activities and decision making.

PRESENT: Clr Chris Sullivan(Chair), Mrs Monica Foran, Mr Matthew Guan, Mr Kevin Tighe (Director Technical Services), Mr Dale Hogden,

APOLOGIES: Clr Murray Coe.

CONFIRMATION OF MINUTES

RECOMMENDED That minutes of the meeting held on the 5th March 2015 be accepted
Foran / Guan

BUSINESS ARISING FROM THE MINUTES

Nil

AGENDA ITEMS

a) Review of current and future projects at Robertson Oval sporting complex

The Committee suggests that the next project in the development of the Robertson Oval Complex includes new toilets and change rooms. Furthermore, new toilets should be included in any new building.

RECOMMENDED That the Club rooms and amenities building project, as approved by Council 16th October 2013, is progressed by developing and list of features and plan options.

Hogden / Foran

b) Colour of netball court surface

The Committee was presented with photographs of netball courts with a green coloured surface.

RECOMMENDED That the colour of the netball court surface is green with white lines.

Hogden / Guan

c) Fencing options around new netball court

The Committee discussed options to prevent vehicles driving onto the netball courts

RECOMMENDED That bench seats are installed around the new concrete netball courts subject to budget constraints.

Guan / Hogden

GENERAL BUSINESS

A request for a public address system was discussed by the Committee. It was suggested that the now redundant timber pole near the existing amenities building may be suitable for installing a loud speaker.

There being no further business the meeting closed around 5.42pm.

WARRUMBUNGLA SHIRE COUNCIL

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The next meeting is scheduled for 1st July 2015.

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CHAIRMAN

RECOMMENDATION

1. That Council accepts the Minutes of the Robertson Oval Advisory Committee meeting held at Dunedoo on 6 May 2015.
2. That the Club rooms and amenities building project, as approved by Council 16th October 2013, is progressed by developing and list of features and plan options.
3. That the colour of the netball court surface is green with white lines.
4. That bench seats are installed around the new concrete netball courts subject to budget constraints.

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Item 4 Economic Development and Tourism Advisory Committee Meeting Minutes Wednesday 22 April 2015

Division:	Development Services
Management Area:	Development and Tourism
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Economy
Priority / Strategy:	LE3 Implementation of a cost effective tourism and marketing campaign aligned to market research

Meeting commenced 2.00 pm. Cllor Schmidt as chairperson.

Present:	L Ryan, A. Bell, Cllor V Schmidt, Cllor A-L Capel, Cllor F Clancy, A Wherrett, N Kaloimaira, S Edwards, J Young
Apologies:	M Rickert, K Olsen, L Cutts J. Lloyd,
Attending:	B Condon (ANU-SSO), E Fuller (Pilliga Pottery presentation)

Cllor Schmidt represents the Coonabarabran District Chamber of Commerce and that Cllor Ann-Louise Capel be the alternate councillor representative.

2014.22 RECOMMENDATION: that the apologies be accepted

Young/Clancy

Declaration of Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

Declaration of Pecuniary and Non Pecuniary Interests: NIL

Minutes of Previous Meeting: circulated

2014.23 RECOMMENDATION: that the minutes of 28 October, 2014 meeting be accepted

Young/Clancy

Business Arising:

All recommendations from previous meeting were endorsed by November 2014 Council meeting noting the following actions:

- Terms of Reference have been amended
- Newell advertising completed .. brochure out
- Family History Group referred to CAG's
- Approaches made to clubs for use of banner poles in John Street
- Traditional Boundaries noted
- Wanderer advertising completed
- Dump site in Coolah is being addressed by Tech Services, currently in Caravan Park.

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Manager's Report:

Tourism

1. Calendar of Events: community organisations are still not loading info to the website which means events are missing an important part of the promotional opportunities; the recent Food Festival was featured in the Sunday Telegraph Body & Soul because they had put info on the calendar of events; suggested the manager speak with the Times to create local interest.
2. RV Friendly Assessments: criteria requires that towns to provide overnight parking areas for campervans to be considered "RV Friendly"; suggestion that communities complete the form and lodge. Mger to circulate assessment forms.
3. Marketing Opportunities: Golden Highway .. there is no current marketing group for Golden Highway but as this highway carries travellers east/west there is concern that local industry and tourism is negatively impacted.

2014.24 RECOMMENDATION Suggestion that OROC agenda discussion and action with consideration to encouraging loops on and off the Golden Highway.

Schmidt/Clancy

4. WLSSD Map: reprint required: for consideration in budget.
At this point the Chairperson suspended Standing Orders to have a presentation by Ellie Fuller on the Rickert Family projects for the Royal Hotel. Proposed to establish a Micro Brewery, Gelato Bar/Waffle Bar, Restaurant and Jasmine Lane as well as pubstyle accommodation; may take 5 years but with funding assistance can be done in 2 years.. Looking to provide a different tourism experience; seeking funding assistance from Destination NSW; require letters of support from local tourism industry; Mger to send email addresses of EDT members; D NSW excited about the "food and wine" focus - part of their strategic plan. Future activities also suggested. Proposal is to provide employment, traineeships and apprenticeships. At resumption of Standing Orders it was moved that the Mger send email contact details to Ellie for letters of support.
5. Visitor Guide: copy distributed to members; has received favourable comment locally and from tourism industry. Launch set to be held at May Council meeting with all advertisers invited to attend; will provide morning tea, Mayor to launch, ABC radio attending, 2WCR also invited with Times; suggested we also contact Start.FM in Dubbo. In the launch we should also mention the work we are doing around RV Friendly assessments for towns in the Shire.

Economic Development

1. ANZAC Banners purchased and to be installed prior to ANZAC Day .. they will be used to commemorate ANZAC Day up until 2018
2. Grant completed for stables at showgrounds
3. Economic Development Brochure .. for new residents .. new flyer developed .. includes content from the 3 brochures previously used (outdated).
4. Shire Boundary Signs: awaiting decisions on orders for the 2nd round of signs .. which need to be placed outside the clearzone to not require frangible uprights.
5. Conferences and Events: still attracting but changes in numbers may see changes in structure of conferences and events.

2014.25 RECOMMENDATION: that the Managers Report be accepted

Bell/Young

Budget Report: to be circulated to members to include current years report and proposed budget for 2015-16 year.

2014.26 RECOMMENDATION: that the Budget Report be distributed as a Flying Minute with requests from committee members to respond with amendments as required for the 2015-16 budget.

Clancy/Edwards

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

General Business

1. Siding Spring Observatory: Starfest planning underway; Australian Geographic are filming at SSO this week with Fred Watson as presenter; Visitor numbers for 2014 were 12,000 but the efficiency and accuracy of collection of numbers is questioned – currently only working on tickets purchased at the Exploratory Centre when more visit the AAO which is free; planning to close the Exploratory Centre on Sunday and Monday during school term to maintain sustainability and will return to 7 day operation during school holidays.
2. NSW Farmers: Questioned the installation of sign east of the Ulamambri turnoff “Roadside Environmentally Sensitive Area”; reported that Boxridge Road repairs make it impassable for farm machinery at the crossing near Paroo – there is extra traffic using the road, no depth indicators on causeway.
3. Coolah: Holding Centacare Funded Dinner on Tuesday with Craig Hamilton, Mental Health Advocate; Requested a discussion on research requirements for a shirewide approach to Rail Trails – community consultations, state has funded 2 pilots – neither of which are in this region.
4. Cllor Capel: spoke of the Living History project of MRL
5. Leeanne Ryan: hosting ScrollSaw Exhibition – a national event held biennially – will be in 2016 – partnership with Coonabarabran Mens Shed .. over 4 days.
6. Chamber of Commerce: mention of Council giving land in the industrial area to encourage development.

There being no further business, the meeting closed at 4.16pm with the next meeting to be determined and advised.

.....
Chairperson

RECOMMENDATION

1. That Council accepts the Minutes of the Economic Development and Tourism Advisory Committee meeting held on 22 April 2015.
2. That OROC agenda discussion and action with consideration to encouraging loops on and off the Golden Highway.
3. That the Managers Report be accepted.
4. That the Budget Report be distributed as a Flying Minute with requests from committee members to respond with amendments as required for the 2015-16 budget.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 5 Minutes of the Finance and Projects Committee Meeting – 4 May 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Director Corporate and Community Services – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes periodic performance reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

PRESENT: Mayor Peter Shinton, Cr Gary Andrews, Cr Anne Louise Capel, Cr Fred Clancy, Cr Victor Schmidt, Cr Chris Sullivan, Cr Denis Todd, Steve Loane (General Manager), Kevin Tighe (Director Technical Services), Stefan Murru (Director Corporate and Community Services), and Leeanne Ryan (Director Development Services)

APOLOGIES: Cr Ron Sullivan, Mayor Peter Shinton in transit will join the meeting, Kevin Tighe (Director Technical Services) in Transit and will join meeting.

Cr Victor Schmidt to take position of Chair until Mayor Peter Shinton arrives.

ATTENDING: David Cumming (Acting Chief Financial Officer), Rebekah Elliott (Graduate Accountant) and Liz Webster (Minutes)

1. MINUTES

RESOLVED that the minutes of the Finance and Projects Committee meeting held on 5 February 2015 be accepted.

Sullivan/Capel

BUSINESS ARISING

9:37am

Kevin Tighe (Director Technical Services) joined meeting

10:24am

Mayor Peter Shinton joined the meeting and assumed the Chair position

2. Quarterly Budget Review Statement (QBRs) Third Quarter (March 2014/2015)

The Director Corporate and Community Services addressed the committee on the QBRs report for the period ending 31 March 2015 (3rd Quarter). Items discussed included;

- Council's forecast interest income has declined this financial year due to further reductions in the interest rate;
- Cobbora Transition Fund funds being deferred to following financial years for the Three (3) Rivers Retirement Village project. To be done as a revote at year end as Council is currently unsure as to how much more work will be completed on the project this financial year;
- Debt collection ratio has improved resulting in less income from interest charged on overdue rates;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

- The Quarry currently performing under Budget, though Director Corporate and Community Services advised the meeting Council has won a tender to supply 11,000 tonnes of roadbase;
- Road revaluations to be carried out over the coming two months and will affect Council's depreciation expenditure going forward;
- Supplementary votes to be approved at the Council meeting due to possible changes resulting from adjustments to LIRS bridges amounts not known until May 13.

10:45am

Meeting Broke for Morning tea

Minute Taker Liz Webster did not return to the Meeting

3. Fit for the Future

Confidential Fit for the Future discussion ended and then the Meeting broke for lunch.

1 39pm

Minute Taker Liz Webster returned to the Meeting

4. Budget

Director Corporate and Community Services advised the meeting of the budgets challenges and options available, as previously discussed options chosen for Fit for the Future will influence the budget results.

- Current budget estimates still includes a deficit for 2015/16 once the Fit for the Future adjustments have been taken into account. This is due to the change in scope of the LIRS program. Final cost of revised Kenebri bridge project unknown (tenders close 13 May) and the budget will need to be revised at the May Council meeting once these numbers are known;
- Council to suffer a \$650k hit in untied revenue in each year of the Delivery Program due to the pause in indexation of the FAGs grants and declining interest revenue;
- Council will have significant tied grant funds available for expenditure on capital works in 2015/16;
- Funding for the Quirindi – Mungindi Road Walgett has received funding and completed 16km of sealing. Discussions as to whether Council received any similar funding;
- Cr Schmidt suggested if the LRIS bridges change results in Council exceeding budget the amount exceeded should be cut from the same area/community that was responsible for the budget going over so the budget still balances;
- Liquid Trade Waste to commence 1 July 2015 Council has written to 99 businesses advising of the need to lodge application for compliance;
- Request made from Cr Schmidt requesting numbers of LTW applications/businesses affected from Coonabarabran for the Coonabarabran Chamber of Commerce;
- Cr C Sullivan enquired on Nott Street project, budget of \$50k allocated then moved, now appears project has been removed. Director Technical Services advised an amount of \$20k is remaining in this years budget to complete the project.

ACTION: Liz Cutts to be contacted re Funding for Baradine Pool \$40k and further funding to assist project.

ACTION: Director Corporate and Community Services to prepare a Report for the May Meeting regarding Projects as yet not commenced/completed which can be deferred to next financial year.

GENERAL BUSINESS

None

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

NEXT MEETING: To be advised

MEETING CLOSED: 2:40pm

.....
CHAIRPERSON

RECOMMENDATION

That Council accepts the Minutes of the Finance and Projects Committee Meeting held on 4 May 2015 at Coolah.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 6 Minutes of Warrumbungle Cobbora Transition Fund Committee Meeting – 5 May 2015

Division:	Executive Services
Management Area:	Governance
Author:	Manager Communications & IT – Chris White
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF5 Council has guaranteed access to diverse sources of funding to address its responsibilities in service planning and delivery.

Present: S Stoddart, W Hill, T Fergusson, Cr C Sullivan, Mayor P Shinton (chair), S Loane, Cr A Capel, P Campbell, M Warren, Cr M Coe, S Dent, A Stuart

Apologies: S Russell, M Hensley

Sullivan/Loane

Attending: A Parker, C White

Previous Minutes

Warren/Capel

Business Arising

1. Corflute signs will not proceed. In lieu, A3 laminated posters will be prepared depicting location of CTF projects within Dunedoo township;
2. Discussion over the design for the eastern entrance of the Heavy Vehicle Parking, requesting the entrance opening to be widened.

Financial Update

Progress report presented of financials expended to date as a portion of total funds for each project.

RNSW295 Dunedoo District Infrastructure Revitalisation Fund

- Milling Park - amenities arrived in Sydney today, and awaiting screen printing to be completed on outside walls before delivery to Dunedoo. There are quality issues over the resolution of the historic images to be screen printed on the exterior walls of the amenities block, resulting in pixelation of the blown up images. A Parker is forwarding re-scanned images to the supplier in an attempt to improve quality of the images and hence the resolution issue. Skatepark playground to be installed by end of May;
- Bolaro St - design drawings of kerb blisters and fence styles to be installed at the Merryogen Street intersection to improve pedestrian safety presented to the committee.

Recommendation: Type 5 fencing design with black colour recommended for the fence style.

Dent/Hill

Development Application for the Illuminated sign has been submitted.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

- HV Parking - eastern entrance to be widened where existing culvert lays to enable two-lane access, and to realign the curve of the kerbing at the eastern entrance from Bolaro Street. Funding provided by RMS, which is additional funding to that provided by the CTF and does not have the 30 June deadline;
- RV Parking - dump site yet to be installed. Surface seal completed of parking area. Timber sleeper edging to be installed around the existing garden beds;
- Dunedoo Sports Club - operable walls soon to be installed. BBQ area set out and awaiting final install;
- Dunedoo Bowling Club - kitchen completed. Irrigation will be completed following installation of tank;
- Robertson Oval - netball courts currently being prepared, with concrete pour scheduled for next week.

RNSW333 Recreational and Sporting and Cultural Facilities Improvement Project

- Jubilee Hall – Council property insurance does not differentiate between a commercial or a servery kitchen. Awaiting final quote for the commercial kitchen design, with a quote received for a servery style kitchen. DA has been finalised, with construction of toilets to now commence. Processing of the DA was delayed with the Department Crown Lands, and as such INSW will be approached to extend the project beyond 30 June;
- MPS - disabled access ramp currently being priced. DA has been submitted. Existing front fence to be stored at the Dunedoo Depot for re-use at a later stage, such as an enclosed children's play area. Library extension DA has been submitted. Discussion on the roofline design to accommodate the heritage listing of the building, including an outside garden space to link the existing verandah wall and the library extension wall. The existing bank area of the building is under discussion following Westpac's announcement to withdraw Instore financial services. The community's and Council's intention is to pursue continuation of banking/financial services from this space, possibly from another financial services provider. External wall highlight paint choice discussed.

Recommendation: The old bank building external wall paint highlights to be off-white.

Coe/Hill

- Mendooran Tennis Courts - completed
- Dunedoo Tennis Courts - near complete

RNSW290 three Rivers regional Retirement Community and Learning Centre

Minutes TRRRC Working Group April 28 presented.

Minutes be accepted in entirety, including the following Recommendation.

Recommendation: Dwelling design to be a minimum of two bedrooms, and/or two bedrooms + nook/den. No single bedroom or three bedroom dwellings to be designed.

To have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market). Note that potential for design of three bedroom dwellings is to be considered for second stage development.

Warren/Sullivan

Discussion over the internal design, including the attractiveness of open plan living area and heating costs to elderly residents.

RNSW300 Mendooran Multipurpose Centre

Shed constructed with fit-out commencing.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

RNSW324 Three Rivers Recreation Ground Update Project

Multipurpose shed and amenities both at lock up, with internal fit-out commencing.

General Business

- Steve Loane reminded members of the committee appropriate probity, requesting members to not contact contractors directly on queries relating to CTF projects. All enquiries are to be through Project Manager Aaron Parker, or Manager Communications & IT Chris White;
- Discussions over truck parking out the front of Chad's Bakery along Bolaro Street, restricting access to businesses and concerns over pedestrian safety.

Meeting Closed 5:45pm

Next Meeting Tuesday 2 June 4:30pm

RECOMMENDATION

That Council accept the minutes from the Warrumbungle Cobbora Transition Fund Committee Meeting held on 5 May 2015.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 7 Notice of Motion – Minimum Width for Bridges and Causeways in the Warrumbungle Shire

Notice of Motion

That the Minimum width of all new Bridges to be constructed be a minimum of six metres and that all Causeways to be constructed be a minimum of seven metres.

Rationale:

Bridges and Causeways need to be built to these minimum widths to be able to provide sufficient access to modern farm machinery that will be transported over the bridges. These constructions will probably have a life of at least 100 years.

The Causeways need to be wider than bridges to ensure machinery being transported over them will not fall over the edge which will not only damage the machinery but will possibly damage the Causeway.

**CR DENIS TODD
COUNCILLOR**

RECOMMENDATION

For Council's consideration

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 8 Warrumbungle Cobbora Transition Fund Committee

Division:	Governance
Management Area:	Executive Services
Author:	Manager Communications and IT – Chris White
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

To provide an update of projects funded by the Restart NSW Cobbora Transition Fund.

Background

The projects funded by the Restart NSW Cobbora Transition Fund to be auspiced by Council are:

1. RNSW295 Dunedoo District Infrastructure Revitalisation \$1,846,500;
2. RNSW290 Three Rivers Regional Retirement Community and Learning Centre \$4,500,000;
3. RNSW300 Mendooran Multipurpose Centre \$133,445;
4. RNSW324 Three Rivers Recreation Grounds Upgrade Project \$287,500;
5. RNSW333 Recreational Sporting and Cultural Facilities Improvement Project, Dunedoo Region \$1 million.

The Warrumbungle Cobbora Transition Fund 355 Committee (WCTF 355) oversees the progress of the projects.

Issues

Funding Deeds detail the scope, budget and time schedule for each project component. Updates are submitted monthly to INSW via an online web portal, and is audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

Updates on projects follow:

- RNSW333 Jubilee Hall – DA has been approved; construction to commence on kitchen;
- RNSW333 MPC – disabled access ramp design and outdoor seating area being designed and costed; library extension plans and outdoor library seating area being designed and costed; exterior wall highlights to be painted in off-white to comply with heritage listing of the building;
- NSW333 Dunedoo Tennis Club – works completed;
- RNSW333 Mendooran Tennis Club – court surface installed, minor water drainage works to be completed;

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

- RNSW295 Robertson Oval – works commenced on construction of two hard surface netball courts, and re-orientation of three grass netball courts;
- RNSW295 Bolaro Street – Kerb blister/pedestrian safety concept design approved by RMS and design being costed with fence recommended to be type 5 style in black colour;
- RNSW295 Heavy Vehicle Parking – eastern entrance to be re-designed following confirmation by RMS of the additional \$500,000 co-contribution funding. Proposed design to include widening of culvert to enable two-lane access, widening and re-shape of kerb at eastern entrance and installation of Driver Fatigue Facilities such as shelters and signage;
- RNSW295 RV Parking/Dump Point– RV Parking area surface sealed; dump point to be installed; western driveway entrance to be modified;
- RNSW295 Milling Park – Amenities and skatepark playground to be installed in coming weeks;
- RNSW295 Dunedoo Bowling Club – Irrigation installed and to be connected to tank water source; kitchen completed;
- RNSW295 Dunedoo Sports Club - Operable Wall and BBQ area being installed.
- RNSW290 Three Rivers Retirement Community –TRRRC Working Group met with engaged designer Lewis & Zwart and a Master Plan being prepared. Dwelling design to be a minimum of two bedrooms, and/or two bedrooms + nook/den; no single bedroom or three bedroom dwellings to be designed; to have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market); note that potential for design of three bedroom dwellings is to be considered for second stage development;
- RNSW300 Mendooran Showground – Multipurpose shed constructed, awaiting fitout;
- RNSW324 Coolah Recreation Ground – Multipurpose shed and amenities block construction continuing following curing of concrete slab.

Options

Nil

Financial Considerations

Invoices totalling \$247,867 for reimbursement of completed April works was forwarded to INSW. Payment of invoices is pending confirmation by NSW Treasury and audited by NSW Public Works.

Total funds invoiced to INSW for reimbursement to date are \$1,165,545.

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

RECOMMENDATION

That Council resolves to accept the following committee recommendations;

- RNSW 295 Bolaro Street - Type 5 fencing design with black colour recommended for the fence style of the kerb blister design to be installed at the intersection of Merrygoen and Bolaro Streets;
- RNSW 333 MPC - The old bank building (MPC) external wall paint highlights to be off-white to comply with heritage listing of the building;
- RNSW 290 TRRRC - Dwelling design to be a minimum of two bedrooms, and/or two bedrooms + nook/den. No single bedroom or three bedroom dwellings to be designed;
- To have four x 2.5 bedroom duplexes, and one three x 2 bedroom or two x 2 bedroom duplexes (for the lower socio-economic/affordable housing market). Note that potential for design of three bedroom dwellings is to be considered for second stage development.

And **FURTHERMORE** that Council note the progress of the Cobbora Transition Fund projects.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 9 Council Resolutions Report May 2015

Division:	Executive Services
Management Area:	Governance
Author:	Executive Services Administration Officer – Joanne Hadfield
CSP Key Focus Area:	Local Government and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The Council Resolution Report includes Council resolutions from June 2014 to April 2015. This report is attached under separate cover. Items completed are noted then deleted from the report in the following month.

Background

The General Manager is responsible for providing the management oversight in relation to all information progressing from appropriate staff to Council via the Business Paper and monthly Council meetings.

Similarly the role of the General Manager is to ensure appropriate information in relation to Council resolutions and deliberations is provided to Directors and relevant staff. After each Council meeting, each Council resolution is allocated to a directorate for responsibility in actioning the particular Council instruction. Directors and Managers then provide feedback to the General Manager as to the progress of these resolutions on a monthly basis.

Resolutions that remain 'In Progress' for a 12 month period will be reported to Council as a separate agenda item with a new Recommendation. This will provide Council staff the opportunity to detail history and issues in the review of outstanding items before Council reconsider the matter.

Issues

This feedback is provided to Council for information purposes.

Options

Nil.

Financial Considerations

Nil.

RECOMMENDATION

For Council's Information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 10 Brick Bats and Bouquets

Division:	Executive Services
Management Area:	Executive Services
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	P12.1 Ensure the long-term provision and retention of high quality services for our community

Reason for Report

To notify Council of any letters received from community members expressing their appreciation or dissatisfaction.

Background

Nil

Issues

Nil

Options

Nil

Financial Considerations

Nil

RECOMMENDATION

For Council's information.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015



Dunedoo Preschool Kindergarten Inc.

19th April, 2015



BY:

The General Manager
Warrumbungle Shire
Council Mr Steve
Loane
PO box 191
Coonabarabran NSW 2357

Dear Mr Loane,

The Dunedoo Preschool Kindergarten would like to thank you for your kind support towards our annual Trivia and Auction Night Fundraiser that we held last month.

The event was once again a successful and enjoyable evening, where we raised much needed funds for the day to day running of our preschool. Without your kind donation we would not be able to provide such a quality service to our community. This service is such an important part in our children's lives and development.

Your generosity is greatly appreciated and we hope you may be able to continue to support us in the future. The family season ticket to the pool is always a popular item with many keen bidders! Once again, thank you.

Kindest regards,

Jess Ewin

On behalf of The Dunedoo Preschool Kindergarten Executive Committee

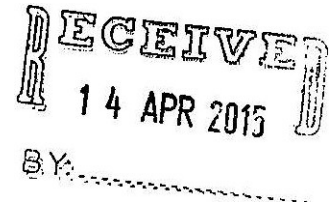
A. 19 Merrygoen Street. Dunedoo, NSW 2844
PO Box 7, Dunedoo, NSW 2844

PH 02 6375 1133 02 6375 1774 E. dunedoopreschool@bigpond.com

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Coonabarabran Automotive Restorers Society.



PO Box 53.

Coonabarabran

14-04-2015.

Dear Warrumbungle Shire Council

The above car club would like to sincerely thank the council and staff for their efforts to have Cassilis St closed for the Bunny Bazaar. Which turned out to be a great success.

Especially thank the staff who manned the barriers in such miserable weather.

Thankyou for all your help. Chris

Staniforth

President.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

27-4-15

21, Mamoi St.
Coonabratian
N.S.W

Dear Mr Loane,

My wife and myself
wish to thank you and your
staff for removal of the dead Pine
tree that appeared to threaten our
cottage, here in Mamoi Street.

The team you employed did
a first class job.

Would you extend our thanks
to all concerned.

Again thank you

Yours sincerely

RECEIVED
28 APR 2015

BY:

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Coolah Showground & Recreation Reserve Trust

PO Box 16,
COOLAH NSW 2843

28 APR 2015

24th April, 2015

Mr. Aaron Parker,
Manager of Projects,
Warrumbungle Shire Council,
PO Box 120,
COOLAH NSW 2843

Dear Aaron,

On behalf of the Coolah Showground & Recreation Reserve Trust, I would like to convey our gratitude and appreciation for all the work you have done in assisting us with our current upgrading of the Showgrounds.

Your help, knowledge and expertise has assisted us immensely and we realise that you have spent time over and above what your job requires, in helping us achieve our final goal.

We all look forward to completion of this stage of the Showground improvements, which will benefit the community greatly.

Regards,



Murray Henderson,
Chairman.

WARRUMBUNGL SHIRE COUNCIL

Ordinary Meeting – 21 May 2015



24-4-15

Dear Coonabarabran Visitor's Centre,

I am writing to Thank you for your kindness and generosity in supporting the WFF 2015.

A project such as this requires an enormous amount of community involvement to Succeed and we are very grateful to you for a special part of that.

We truly value your help!

Gratefully,

[Signature]

On behalf of the Warrumbungle Wild Women.



WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015



Thank you! WARRUMBUNGLE Food Festival

24-4-15

To The Warrumbungle Shire Council,
I am writing to thank you for your kindness
and generosity in supporting the WFF 2015.
A project such as this requires an enormous
amount of community involvement to succeed
and we are very grateful to you for being
a special part of that.

We truly value your help!

Gratefully,

Wendy

RECEIVED
29 APR 2015

BY:.....

On behalf of the Warrumbungle Wild Women.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

RETURNED AND  SERVICES LEAGUE

OF AUSTRALIA
NEW SOUTH WALES BRANCH INCORPORATED
"The Price of Liberty is Eternal Vigilance"

PRESIDENT Kevin Barrington Coonabarabran SUB BRANCH
HON. TREAS. Phil Walawright NSW 2357
HON. SEC. Bruce Breckenridge 27 Apr 15

The General Manager,
Warrumbungle Shire Council,
John St.,
Coonabarabran,
NSW 2357

RECEIVED
- 5 MAY 2015
BY: _____

ANZAC DAY 2015.

Dear Steve,

On behalf of the Sub Branch and members we would like to express our appreciation and thanks for the timely conducted road closures for the Dawn and Main Services carried by council members on this centenary of the Anzac Day landings.

Would you kindly pass on to those council members involved in those tasks our thanks and appreciation at your earliest convenience.

Yours faithfully,

[Handwritten Signature]

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 11 Report from Human Resources – May 2015

Division:	Corporate and Community Services
Management Area:	Human Resources
Authors:	Manager Human Resources – Val Kearnes Learning & Development – Glennis Mangan Workplace Health & Safety – Kathryn Weatherall & Christine Kennedy
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF7 Council is presented with a range of organisational challenges including its aging workforce, skills shortages, increasing regulatory demands and the management of risk

Reason for Report

This report is to inform Council of activities undertaken by the Human Resources Department and provide an update on the status of Staff Recruitment, Training and Workplace Health and Safety (WHS) matters.

Background

Human Resources are responsible for Recruitment, Learning and Development, and Workplace Health and Safety.

Since the last Council Meeting in April 2015 the following positions have been advertised either internally or externally:

- Patching Operator – Internal;
- Sewer Operator (Coolah) – Internal;
- Environmental Health Officer - Internal;
- Grader Operator – Internal.

Positions filled since the April Council meeting include:

- Patching Operator;
- Chief Financial Officer.

Council has received three (3) resignations since the April Council meeting, one in Corporate and Community Services, one in Technical Services and one in Development Services.

Issues

The HR Branch continues to work on process improvement and ensuring that all staff policies are relevant and conveyed to all staff. Quarterly newsletters continue to be sent to all staff to improve communication throughout the organisation.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

LEARNING AND DEVELOPMENT

Manual Handling training has been undertaken by staff who did not attend last year's workshops. The workshop participants received a combination of theory and practical assessments and it is hoped now that all outdoor staff are familiar with the correct techniques for all practical tasks.

Administration and Indoor staff attended Ergonomic training. This training involved practical applications in the workplace, such as reviewing workstation, work tasks and postures. The training covered a theory session and a practical session. A physical inspection of each person's workstation was carried out. This was particularly well accepted by staff who were unaware of how a workstation should be set up to best protect their body from potential harm due to having computers, phones, chairs etc in the incorrect position or location.

Individual training continues with the following courses undertaken in the past month:

- RMS Yellow Card;
- Return to Work Coordination;
- Diploma Management;
- Shotfirers (Explosives);
- Stormwater Drainage Design;
- Taxation and Payroll;
- Building Regulation.

Further courses will be run this month and they include:

- Code of Conduct for all staff;
- Recruitment and Selection Techniques;
- IntraMaps;
- Trade Waste Regulation;
- Protection of the Environment Operations Act.

Workshops for all trainees continue with regular visits from the Registered Training Organisation facilitators.

WORKPLACE HEALTH AND SAFETY

Health Monitoring - Skin Patrol

Skin Patrol will be in Coonabarabran on 11-12 May and in Coolah on 15 May carrying out on-site skin cancer clinics and offering flu vaccinations to staff. We have had a great response from staff with very positive feedback about the programme, and a pleasing number of bookings.

Noise Management Program

Noise dosimeter testing of staff is progressing, with approximately two thirds of the outdoor staff now tested and a projected completion date of 30 June 2015. A number of recommendations have been made for the wearing of higher level hearing protection, and positive feedback and cooperation has been received from a majority of staff.

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

A benefit of the dosimeter testing has been the general raising of awareness of the need for individuals to take care of their own hearing; further awareness activities will be carried out depending on needs and resources. One focus will be to encourage staff to protect their hearing by reducing use and volume of audio headphones, radios and stereos, and use of hearing protection out of work hours for the same activities they would wear them for during their employment.

Hearing testing has been scheduled for 26-27 May at Coonabarabran, 28 May at Coolah and 29 May at Dunedoo. Completion of this testing and the dosimeter testing has been the focus of this year's noise management programme, and will allow the next stage, plant testing, to commence during the next financial year.

Workers Compensation and Incidents for April:

Directorate	Near Misses	Incidents	New Claims
Corporate and Community Services	-	-	1
Executive Services	-	-	-
Development Services	-	-	-
Technical Services	-	3	2

All incidents have been investigated and control measures implemented.

Reports have been given to appropriate Managers and MANEX and required actions to resolve WHS concerns are in progress.

RECOMMENDATION

For Council's information

WARRUMBUNGLE SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

Item 12 2015 Second Quarter Employee Excellence in Achievement Award & Team Achievement Award

Division:	Corporate and Community Services
Management Area:	Human Resources
Author:	Manager Human Resources – Val Kearnes
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8 Council undertakes its organisational, workforce and risk management responsibilities with efficiency and effectiveness.

Reason for Report

Each quarter all staff are asked to nominate a staff member or team who they believe go above and beyond the normal requirements for their position and show excellence in their profession. The annual award winner will be chosen from one of the four quarterly award winners.

Background

Applications for the 2015 Second Quarter Employee Excellence in Achievement Award and Team Achievement Award closed on March 31, 2015.

Issues

MANEX considered the following staff and teams, nominated by their fellow employees for their excellence and dedication in their individual positions.

Individual Nominations

Amanda Doolan
Dallas Forrester
Nathan Cook
Samantha Robinson
Katrina Matakitoa
Jo Isedale
Tyson Galvin
Nathan Cook
Chris Wellington
Jessica Taylor
Sally Morris
Kathryn Weatherall

Team Nominations

Yuluwirri Kids
Coonabarabran Plumbing Team
Accounts Payable Team

WARRUMBUNGLA SHIRE COUNCIL

Ordinary Meeting – 21 May 2015

The MANEX team considered all nominations and agreed that the 2nd Quarter Employee Excellence in Achievement Award should be awarded to **Sally Morris**.

The 2nd Quarter Team Achievement Award is awarded to the **Accounts Payable Team**.

Options

Consideration of decision by MANEX to award the Quarterly Staff Achievement Award and Team Achievement Award.

Financial Considerations

One of the four Individual quarterly award winners will be selected in December to receive the yearly award. This staff member will be awarded an extra one week's annual leave as their prize. The winner of the yearly Team Achievement Award will nominate their favourite charity to which Council will pay \$500.

RECOMMENDATION

That Council approve MANEX's nomination of Sally Morris as the winner of the 2nd Quarterly Staff Achievement Award and the Accounts Payable Team as the winner of the 2nd Quarterly Team Award, to be presented at this meeting.

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Item 13 Financial Assistance Grants

Division:	Executive Services
Management Area:	Governance
Author:	Liz Webster – PA to the Director Corporate and Community Services
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF6 That Is financially stable over the long term

Reason for Report

To bring to Council's attention a campaign by Local Government New South Wales (LGNSW) and the Australian Local Government Association (ALGA) to highlight the impact on councils from the pause in indexation of Financial Assistance Grants (FAGs).

Background

The Australian Government has provided over \$44 billion in Financial Assistance Grants to local government since 1974/75 (including 2014/15). The grant is currently provided under the Local Government (Financial Assistance) Act 1995.

The Financial Assistance Grant programme consists of two components:

1. A general purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis); and
2. An identified local road component which is distributed between the states and territories according to fixed historical shares.

Both components of the grant are untied in the hands of local government, allowing councils to spend the grants according to local priorities.

Local Government Grants commissions have been established in each state and the Northern Territory to recommend the distribution of the Financial Assistance Grants to local governing bodies in accordance with the Act and the National Principles for allocating grants.

The grant is paid in quarterly installments to state and territory governments for immediate distribution to local governing bodies.

The quantum of the grant pool had changed annually in line with changes in population and the Consumer Price Index, so as to maintain its real per capita value. (The Act provides discretion to the Treasurer to alter this annual indexation).

The aggregate grant payment for 2014/15 is \$2.3 billion. The aggregate grants for local government in each state and territory for 2014/15 are:

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Jurisdiction	General purpose	Local roads	Total
New South Wales	\$510,449,725	\$205,226,443	\$715,676,168
Victoria	\$395,898,102	\$145,831,415	\$541,729,517
Queensland	\$320,607,800	\$132,532,773	\$453,140,573
Western Australia	\$174,564,649	\$108,155,915	\$282,720,564
South Australia	\$114,632,290	\$38,874,053	\$153,506,343
Tasmania	\$35,128,373	\$37,484,917	\$72,613,290
Northern Territory	\$16,635,820	\$16,569,711	\$33,205,531
Australian Capital Territory	\$26,200,935	\$22,681,706	\$48,882,641
Total	\$1,594,117,694	\$707,356,933	\$2,301,474,627

In 2014/15 Warrumbungle Shire Council's FAGs consisted of:

Council	General Purpose	Roads	Total
Warrumbungle Shire Council	\$3,965,909	\$2,304,141	\$6,270,050

The Financial Assistance Grants form roughly 17 – 20% of Council's funding and are one of the two major sources of unrestricted funding for Council's operations, with the other being rates. Given the significant proportion of Council funding provided by grants it was identified in Council's Long Term Financial Plan that this reliance on grant funding could present major problems should funding be cut back.

In the 2014/15 Budget, the Government announced that the indexation applied to the Financial Assistance Grant programme would be paused for three years from 2014–15 to 2016/17. Council has estimated the total impact of the pause in indexation on Council's untied revenue as a permanent 13% reduction in the FAGs base amount paid to Council. This would amount to around \$6.4m over ten years.

Issues

FAGs are a vital part of the revenue base of all Councils. The Federal Government decision to freeze the indexation for a period of three (3) years will cost Councils across Australia an estimated \$925 million by 2017/18.

The decision to freeze indexation of the Financial Assistance Grants threatens to seriously compromise Local Government's ability to provide adequate levels of infrastructure and services in communities across Australia, including those in Warrumbungle Shire.

ALGA and the State Local Government Associations, including Local Government NSW, are seeking the support of Council's to advocate the Federal Government to reverse the decision to freeze the indexation applied to FAGs. If the indexation is not reinstated then community infrastructure and services such as local roads, parks, swimming pools, community centres and libraries will be at risk.

Council's across Australia have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Council's to provide important community infrastructure.

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Council's are also being asked to acknowledge the receipt of Financial Assistance Grants, from the Commonwealth, in media releases and Council publications. Council's have also been asked to highlight to the media a Council project costing a similar size to the FAGs received by Council so that the importance and impact of the grants can be more broadly appreciated.

Options

Council can choose to support or not support the recommendation.

Financial Considerations

Council has estimated the total impact of the pause in indexation on Council's untied revenue as a permanent 13% reduction in the FAGs base amount paid to Council. This would amount to around \$6.4m over ten years.

RECOMMENDATION

It is recommended that Council:

1. Acknowledge the importance of Federal funding through the Financial Assistance Grants program for the continued delivery of Council Services and infrastructure;
2. Acknowledge that Warrumbungle Shire Council will receive \$6.270 million in 2014-15; and
3. Ensure that this Federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports.

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Item 14 Westpac Instore

Division:	Corporate and Community Services
Management Area:	Administration & Customer Service
Author:	Manager Administration & Customer Service – Sally Morris
CSP Key Focus Area:	Local Economy
Priority:	LE4 There are diverse products and services locally available and minimal economic leakage to larger regional centres.

Reason for Report

Westpac Banking Corporation (Westpac) has announced that they have entered into a partnership with Australia Post to allow customers to access banking services at participating Post Offices. The announcement advises that the current third party agency service agreements (Instore network) will be phased out over the next 17 months.

Background

The Dunedoo Instore Agency was initially operated under the auspice of Coolah Shire Council. The service commenced in November 1999. Following amalgamation in 2004 the service began operating under Warrumbungle Shire Council.

In August 2011 an Instore Banking Agreement was entered into with Westpac Banking Corporation. This agreement expired on 30 September 2014.

In September 2014 Council was advised by Westpac that the current contracts were due to expire at the end of September and that existing contracts would “roll on”.

The In-store has continued to operate under Clause 1.2 of the Agreement. Clause 1.2 states that *“in the event of the In-store Operator continuing to operate the In-store Branch after expiration of the term with the consent of the Bank these terms and conditions will continue to apply.”*

Clause 17.1.1 of the Agreement states, *“that the agreement may be terminated at any time by either party providing 130 days notice to the other party of such termination.”*

Clause 18.2 states that *“upon termination of this agreement for any reason including expiration of the term (or further term) the Bank shall promptly and at its own expense remove .. all merchandising and furniture and fittings supplied by the Bank; and ... all in-store equipment and Bank signage from the In-store premises and surrounding areas and restore the premises and surrounding areas to their original condition fair wear and tear excepted..... and upon the termination the In-store Operator must sign all necessary documents to give effect to the termination of this agreement.....”*

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Issues

Westpac Banking Corporation (Westpac) has announced that they have entered into a partnership with Australia Post to allow customers to access banking services at participating Post Offices. The announcement advises that the current third party agency service agreements (Instore Network) will be phased out over the next 17 months. Westpac entered into the partnership with Australia Post the same day that the announcement was made.

Westpac has advised Council that the date for phase out of the Dunedoo Instore will be February 2016, and has announced its decision to the wider public. Westpac have advised that they will be visiting Council to meet face to face with Council representatives to finalise the impending closure.

The Dunedoo Instore Agency has traditionally met the needs of the Dunedoo community with regard to Banking and Council facilities and services. This Agency ensures the local availability of products and services and minimises the risk of economic leakage to larger regional centres. Unfortunately, with the closure of the Dunedoo Instore these facilities will no longer be available to the residents of Dunedoo.

Options

Council can choose to lodge an objection with Westpac expressing disappointment and dissatisfaction with their actions and the closure of the Instore Network.

Financial Considerations

The closure of the Dunedoo Instore will result in a loss of three (3) Council staff. The Community Banking agency (Dunedoo Instore) has historically been cost neutral to Council.

RECOMMENDATION

That Council write to Westpac Banking Corporation to express Council's objection and disappointment at the Bank's actions and their announcement of the closure of all Instores and in particular the Dunedoo Westpac Instore, and requests that Westpac reconsiders its actions.

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Item 15 Operational Plan and Delivery Program 2015/2016 to 2018/2019

Division:	Corporate and Community Services
Management Area:	Finance
Author:	Graduate Accountant – Rebekah Elliott
CSP Key Focus Area:	Local Governance and Finance
Priority / Strategy:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To seek Council endorsement of the draft Warrumbungle Shire Council Operational Plan 2015/16 and Delivery Program 2015/16 -2018/19 and to seek Council approval to place these documents on public exhibition for at least 28 days, to be presented with feedback and community comment at the June 2015 meeting.

Background

In the 2011/12 Financial Year Council was for the first time required to operate under the OLG's new reporting framework for NSW local government known as the Integrated Planning and Reporting (IP&R) Framework. This new reporting framework replaced the former Management Plan and Social Plan with an integrated framework that includes a Community Strategic Plan, a Delivery Program, an Operational Plan and a Resourcing Strategy.

The Delivery Program under the IP&R Framework is the document where the community's strategic goals are systematically translated into actions. The Delivery Program details the principal activities to be undertaken by the Council to implement the strategies established by the Community Strategic Plan within the resources available under the Resourcing Strategy.

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the Delivery Program, Council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be. It is designed as the single point of reference for all principal activities undertaken by Council during its term of office and details all projects and deliverables to be achieved over the following four years (2015/16 – 2018/19). The Delivery Program also provides detailed service levels that Council is to meet in this four year time frame.

Supporting the Delivery Program is an annual Operational Plan which details projects and deliverables to be undertaken in the following year to achieve the commitments made in the Delivery Program. The Operational Plan is in effect Council's budget for the following year (2015/16) and also includes Council's Statement of Fees and Charges for the 2015/16 financial year.

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Issues

The preparation of the 2015/16 financial year Operational Plan (Budget) and Delivery Program has been more arduous than the process followed in previous years due to:

- Reduced untied revenue of roughly \$650k in 2015/16 and each year of the Delivery Program due to the Federal Government's decision to pause the FAGs indexation and reduced interest revenue as a result of a falling cash rate;
- The need to incorporate Council's Fit for the Future Improvement Action Plans and demonstrate Council's strategies to improve its performance against the Sustainability, Infrastructure and Service Management, and Efficiency Criteria.

To date Council has developed several Improvement Action Plans which implemented will ensure that Council will be FFF. Some of these plans have already been incorporated into the Budget and Delivery Program.

The main features of the 2015/16 Operational Plan and Delivery Program are:

- **A total unrestricted cash surplus of \$26k** over the four years;
- **A forecast accrual surplus of \$9.775m** over the four years due predominantly to increased capital grant funding in 2015/16 and the implementation of Council's FFF Improvement Action Plans;
- **A capital program of \$50.71m** (including assumed FFF adjustments) over the four years which concentrates on asset renewal over asset expansion, including **\$19.655m** allocated for the 2015/16 financial year;
- **A decline in total cash from a forecast \$12.27m at year end 2014/15 to \$9.502m in 2018/19** with the reduction over the four years being **due predominantly to the \$2.25m LIRS projects and \$1m water clarifier project in Baradine.**
- **Utilisation of \$2.87m in restricted assets** over the four years, the majority of which is to cover \$2.25m of LIRS 2 bridges expenditure from loan funding received in the 2014/15 financial year and water and sewer capital works such as the Baradine Clarifier.
- No further loans are factored into the four year Delivery Program, although Council will spend **\$3.27m over four years on loan repayments**, halving Council's loan balance.

Another significant feature of the 2015/16 Operational Plan is Council's suggested implementation of a stormwater levy which will earn Council additional income of \$105k per year to be spent solely on stormwater projects. This levy will be charged as a flat \$25 levy against all residential and business assessment in the Shire and will be pegged at \$25 going forward.

Council's 2015/16 budget is currently reporting a **surplus of \$133k**.

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Options

Council can either:

1. Accept the Draft Warrumbungle Shire Council Operational Plan 2015/16 and Delivery Program 2015/16 -2018/19 as is with an unrestricted cash surplus of \$133k; or
2. Either increase or decrease the current surplus by adjusting the allocation of capital and recurrent expenditure as reported in the budget.

Due to the importance of the Fit for the Future process, the uncertainty behind whether Council will be able to implement all of the FFF recommendations, and future insecurity around grant funding a conservative approach is Council's preferred option. Financial best practice dictates that Council budget for either a significant unrestricted cash surplus (as per the current budget) or at very least a balanced budget.

Financial Considerations

The 2015/16 Draft Operational Plan Budget as it currently stands results in an unrestricted cash surplus of \$133k for the 2015/16 financial year, and a combined unrestricted cash surplus of \$26k over the four years of the Delivery Program.

The current Draft Operational Plan and Delivery Program will be used by IPART in part of their Fit for the Future analysis and includes all of Council's Improvement Action Plans. Details of Council's FFF Improvement Action Plans have been provided as a separate confidential business paper and it is planned that once this document is approved for release that it will be placed on public exhibition for a period of 21 days.

RECOMMENDATION

That Council accept and place on public exhibition for at least 28 days the Draft Warrumbungle Shire Council Operational Plan 2015/16 and Delivery Program 2015/16 - 2018/19.

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Item 16 Capital Funds Allocation Policy

Division:	Corporate and Community Services
Management Area:	Finance
Author:	Director Corporate and Community Services – Stefan Murru
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan.

Reason for Report

To seek Council endorsement for the Capital Funds Allocation Policy to be included in the Strategic Policy Register as part of Council's Fit for the Future Improvement Action Plan.

Background

Council maintains an extensive network of assets including:

- 2,600 km of local and regional roads;
- Over 100 bridges and bridge size culverts;
- Water infrastructure across 6 towns and 3 villages;
- Sewer infrastructure in four towns;
- An extensive network of culverts and other drainage assets;
- Kerbs and gutters, and footpaths;
- Over 350 Buildings and 270 other structures including 6 swimming pools; and
- 3 aerodromes.

Council generally puts forward a capital program of approximately \$10m per annum to renew and expand these assets, and in recent years has spent significant amounts of funding (including subsidized loan funding) to replace the remaining timber bridges within the shire.

Post the Federal Government's decision to pause the indexation of Council's FAGs grants (which will cost Council \$6.4m in funding over ten years) and the recent announcement of the Fit for the Future program, Council must now work harder to ensure that limited monies available for capital expenditure are allocated to the capital projects that will most reduce Council's long term renewal and maintenance costs.

Issues

Best practice asset management requires that Council focuses expenditure on maintaining/renewing the assets it currently has to meet current service levels before it spends monies on new assets that will increase Council's long term asset maintenance requirements.

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The best way to achieve this objective is to impose a clear rule that excludes wish-list discretionary items from the capital program unless they are grant funded, or reduce Council's long term costs, or they are deliverables as part of a Special Rates Variation (SRV) application.

It is therefore proposed that Council adopt the following policy in relation to the allocation of capital funds in all future budget deliberations:

Capital expansion projects in General Fund that are over \$50k will not be included in Council's capital program unless at least one of the following criteria is met:

- The project is a 50% or greater capital grant (or approved community) funded project; or
- The project will reduce Council's long term costs and there is a detailed cost benefit analysis showing why the capital works would reduce Council's cost base; or
- The projects are detailed as a specific deliverable as part of a Special Rates Variation application.

Options

Council can choose to adopt or not adopt the recommended policy position.

Financial Considerations

As a result of the Local Government sector and the Office of Local Government's increased emphasis on asset management, one of the main benchmarks to be used in the Fit for the Future program to measure Council's performance is the Asset Renewal Ratio. This ratio measures whether Councils spend enough funds on capital renewal relative to depreciation, and shows on paper whether the current capital spend will lead to a deterioration in the condition of Council's assets.

This ratio is measured by dividing capital renewals by depreciation expense, with a figure of less than 100% indicating that Council is not spending enough on renewals. Over the last three years Council's average Asset Renewal Ratio was 67% which is well below the 100% benchmark.

As evidenced by Council's poor performance against the Asset Renewal Ratio, and tightening funding position Council can no longer afford to keep building new assets when we are unable to maintain our current asset base under the current federally imposed reduction in funding. Council must therefore further review discretionary expenditure such as capital expansion projects and adjust its capital expectations to meet the new revised funding level.

RECOMMENDATION

That Council endorses the following Capital Funds Allocation Policy to be included in the Strategic Policy Register.

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 warrumbungle SHIRE COUNCIL	DRAFT Capital Funds Allocation Policy
	Strategic

1. Purpose

The purpose of the policy is to ensure that Council's limited funds available for capital expenditure are utilised as effectively as possible and are allocated in accordance with the principles of best practice asset management.

2. Objectives of the Policy

This policy aims to ensure Council's long term financial sustainability and improve asset management practices by imposing best practice asset management guidelines on Council's capital expenditure decisions.

3. Policy Scope

This policy applies to all capital projects greater than \$50k carried out by Council.

4. Background

Council maintains an extensive network of assets including:

- 2,600 km of local and regional roads;
- Over 100 bridges and bridge size culverts;
- Water infrastructure across 6 towns and 3 villages;
- Sewer infrastructure in four towns;
- An extensive network of culverts and other drainage assets;
- Kerbs and gutters, and footpaths;
- Over 350 Buildings and 270 other structures including 6 swimming pools; and
- 3 aerodromes.

Council generally puts forward a capital program of approximately \$10m per annum to renew and expand these assets, and in recent years has spent significant amounts of funding (including subsidized loan funding) to replace the remaining timber bridges within the shire. Due to funding reductions in recent years Council must now work harder to ensure that limited monies available for capital expenditure are allocated to the capital projects that will most reduce Council's long term renewal and maintenance costs.

Best practice asset management requires that Council focuses expenditure on maintaining/renewing the assets it currently has to meet current service levels before it spends monies on new assets that will increase Council's long term asset maintenance requirements. The best way to achieve this objective is to impose a clear rule that excludes wish-list discretionary items from the capital program unless they are grant funded, or reduce Council's long term costs, or they are deliverables as part of a Special Rates Variation (SRV) application.

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5. Definitions

- **Capital Expansion** – Capital works that involve the construction of a new asset;
- **Capital Grant** – A grant provided from another entity that is tied to the construction of a particular capital item. For the purpose of this policy Capital Grants do not include FAGs grants or R2R monies;
- **Approved Community Funded** – This refers to monies provided to Council for partially community funded projects. These projects must have first been approved by Council before they are approved.

6. Policy Statement

Capital expansion projects in General Fund that are over \$50k will not be included in Council's capital program unless at least one of the following criteria is met:

- The project is a 50% or greater capital grant (or approved community) funded project; or
- The project will reduce Council's long term costs and there is a detailed cost benefit analysis showing why the capital works would reduce Council's cost base; or
- The projects are detailed as a specific deliverable as part of a Special Rates Variation application.

7. Responsibilities

The Chief Financial Officer and Director Corporate and Community Services will be responsible for the implementation of this policy.

8. Associated Documents

Council's Asset Management Plan

9. Getting Help

Chief Financial Officer
Director Corporate and Community Services

10. Version Control

Review Date: 30 April 2017

Staff Member Responsible for Review: Chief Financial Officer

Policy Name	Action	Resolution No.	Date
Capital Program Policy	-	-	-

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Item 17 Stocktake May 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Senior Accountant – Paul Baker
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF8.1 Council undertakes periodic performances reviews to ensure the effective and efficient management of its assets, finances and workforce and modifies its actions to deliver better outcomes for the community

Reason for Report

The report has been prepared to inform Council of the result of the stocktake undertaken on 5 and 7 May 2015 for the Coonabarabran, Coolah and Dunedoo stores.

Background

On 5 and 7 May 2015 Financial Services undertook its second stocktake for the year. The stocktake included all three (3) stores, being Coolah, Coonabarabran and Dunedoo.

Council conducts stocktakes in order to reconcile the physical stock in its stores with what is recorded in Council's accounting system (Authority). This stocktake is the second one since the conversion to the new accounting system. The net write on is the result of items that had been initially booked out to works jobs then not used and returned.

Issues

The overall stocktake result was a Write On of \$1,378.51 as detailed below:

Store	Result	Amount
Dunedoo	Write Off	\$155.46
Coolah	-	-
Coonabarabran	Write On	\$1,533.97
Total Write On		\$1,378.51

Options

A disparity between Council's stock records in its financial system and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations for recording the stock.

Stock may be lost or misplaced for a number reasons. It may be stolen, wrongly located in the racks, left in gangways or delivered in error. Stocktakes ensure that any disparities are identified and can then be rectified.

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Financial Consideration

An amount of \$1,378.51 will need to be written on as a result of the stocktake.

RECOMMENDATION

That Council note the result of the May 2015 Stores Stocktake and approve a stock Write On of \$1,378.51.

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Item 18 Quarterly Budget Review Statement for the Quarter Ending 31 March 2015

Division:	Corporate and Community Services
Management Area:	Finance
Author:	Graduate Accountant – Rebekah Elliott
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To present a summary of Council's financial position as at the end of the March 2015 quarter.

Background

The Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of progress against the management plan.

In December 2010 the NSW Division of Local Government developed a set of minimum requirements for reporting the financial position of Council, to facilitate explanations and major variations and recommend changes to the budget for Council approval. The reports also enable the Responsible Accounting Officer (RAO) to indicate if Council will be in a satisfactory financial position at the end of the financial year.

The minimum requirements for the QBRs are included in the Code of Accounting Practice and Financial Reporting and form part of the legislative framework in accordance with clause 203 (3) of the Regulations.

The new reporting format came into effect on 1 July 2011. The QBRs is composed of, but not limited to, the following budget review (BR) components:

- A statement by the responsible accounting officer on council's financial position at the end of the year based on the information in the QBRs (**QBRs: Part 2**);
- Budget Review Income and Expenses Statement in one of the following formats (**QBRs: Parts 3, 5 & 6**):
 - consolidated
 - by fund (e.g. General Fund; Water Fund; Sewer Fund)
 - by function, activity, program etc to align with the management plan / operational plan;
- Budget Review Capital Budget (**QBRs: Parts 7 & 8**);
- Budget Review Cash and Investments position (**QBRs: Part 10**);
- Budget Review Key Performance Indicators (**QBRs: Part 12**);
- Budget Review Contracts and Other Expenses (**QBRs: Part 13**);

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The following important financial information has also been provided in addition to the information required as part of the QBRs reporting framework:

- Balance Sheet as at 31 March 2015 (**QBRs: Part 9**);
- A Summary of Results that links the function view of Council's activities back to Council's income statement and cashflow statement (**QBRs: Part 4**);
- A Loan Movement Schedule (**QBRs: Part 11**).

A copy of Council's first quarter QBRs for the quarter ending 31 March is provided under separate cover as an Appendix to the May 2015 business paper.

Issues

Significant points to note from Council's March quarter QBRs include:

- Council's YTD surplus/ (deficit) from Council's income statement is a deficit of (\$1.295m);
- Council is currently forecasting an accrual surplus (per Council's income statement) of \$5.856m at the end of the financial year which represents a \$6.528m increase relative to the original budget and is due predominately to grant funding to be received as part of the Cobbora Transition Fund projects in Dunedoo;
- Council has currently spent \$4.950m of its proposed \$18.291m (27%) capital program;
- Council's cash and investments balance is currently forecast to increase from \$10.611m as at 31 March 2015 to \$12.27m at 30 June 2015;
- Council's unrestricted cash and investments balance is \$0.874m as at 31 March 2015;
- Council's cash surplus/(deficit) which includes capital expenditure and loan movements, but excludes other balance sheet movements and depreciation is forecast to be a surplus of \$3.5k at year end. This figure includes supplementary votes submitted for approval discussed below as well as revotes of \$3.087m that are to be funded from restricted assets.

The QBRs is Council's opportunity to explain major variations and recommend changes to Council's original budget for Council approval. Explanations for major variations are reported within the QBRs, and Council has also included in the QBRs supplementary votes for approval (total \$156k decrease in cash outflows):

- Suggested revenue decrease of \$668k;
- Suggested recurrent expenditure decreases of \$349k;
- Suggested capital expenditure decreases of \$1.898m (\$1.8m to be allocated to restricted assets for the subsequent financial year);
- Correction of prior period loan balance (\$230k);
- Change in restricted assets (\$1.654m increase).

Options

The suggested supplementary votes for the March quarter results in a \$156k improvement in Council's unrestricted cash position. Council has two options in regard to the supplementary votes suggested in the March QBRs:

1. Approve the supplementary votes;
2. Not approve some or all of the supplementary votes.

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Financial Considerations

Council's original cash surplus for the 2014/15 financial year per Council's Operational Plan was \$7k. Council subsequently revoked \$3.087m worth of capital expenditure budgeted for in the 2013/14 financial year (funded from restricted assets) into the 2014/15 financial year leaving the current year forecast surplus/ (deficit) unchanged.

In the September QBRS Council approved supplementary votes of \$6k, increasing the surplus to \$1k. In December Council approved further supplementary votes of \$153k resulting in a forecast cash deficit of \$152k. The March Quarter QBRS includes total supplementary votes of \$156k which if approved will result in a forecast cash surplus of \$3.5k.

Statement by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Warrumbungle Shire Council for the quarter ended 31 March 2015 indicates that Council's projected financial position as at 30 June 2015 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

RECOMMENDATION

That Council accept the Quarterly Budget Review Statement for the quarter ending 31 March 2015, and approve the requested supplementary votes for a total value of \$156k.

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Item 19 Bank Reconciliation for the month ending 30 April 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

The following report provided to Council is a summary of Council's monthly bank reconciliation.

Background

Reconciliations are being completed monthly and balanced, payments and receipts reconcile to the monthly bank statement. They are completed by the Senior Finance Officer and signed off by the Chief Financial Officer then referred to Director Corporate and Community Services for final review as part of Council's Monthly checklist procedures.

Issues

Outstanding deposits refers to cash amounts recorded in Council's General Ledger that have not yet been deposited at the bank. eg. Direct debit authority receipted in cashbook but not deposited in the physical bank account until the next day.

Unpresented cheques refers to cheques that have still not been cashed by the cheque recipient but are recorded as being paid in Council's General Ledger.

Options

Nil

Financial Considerations

At Council's request the Trust Fund bank account and Mayors Bushfire Appeal Bank Account has been separated for the purpose of presenting an accurate balance of Council's funds.

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Summary

Balance per General Ledger - 30 April 2015

General Ledger	Amount
Trust Bank Account	253,088
Bushfire Trust Account	17,334
Bushfire Trust Investment Account	292,792
General Bank Account	350,169
Investment At Call General	7,521,114
Investment At Call Water	1,905,000
Investment At Call Sewer	1,967,000
Investment Non Current General	710,000
Investment Non Current Water	580,000
Investment Non Current Sewer	210,000
Total per General Ledger	13,806,498

Bank	Balance
General	
Commonwealth General Account	321,299
Total – General	321,299
Investments	
Securities	1,500,000
Term Deposits	11,393,114
Total Investments	12,893,114
Sub Total WSC Operational Accounts	

Trust	
Commonwealth Trust Account	253,088
Total – Trust	253,088
WSC Mayors Bush Fire Appeal Trust	
Commonwealth Mayors Fund General Account	17,334
Commonwealth Mayors Fund Savings Account	292,792
Total - WSC Mayors Bush Fire Appeal Trust	310,127
Total All Bank Accounts	

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<i>Add:</i>	
Outstanding Deposits - General	36,227
Outstanding Deposits - Trust	
Outstanding Deposits – WSC Mayors Bushfire Appeal	
<i>Less:</i>	
Unpresented cheques - General	7,357
Unpresented cheques - Trust	
Unpresented cheques- WSC Mayors Bushfire Appeal	
Balance adjusted for outstanding deposits & Un-presented cheques (Final Bank Balance)	13,806,498
Variance between Final Bank Balance and General Ledger	-

WARRUMBUNGLE SHIRE COUNCIL

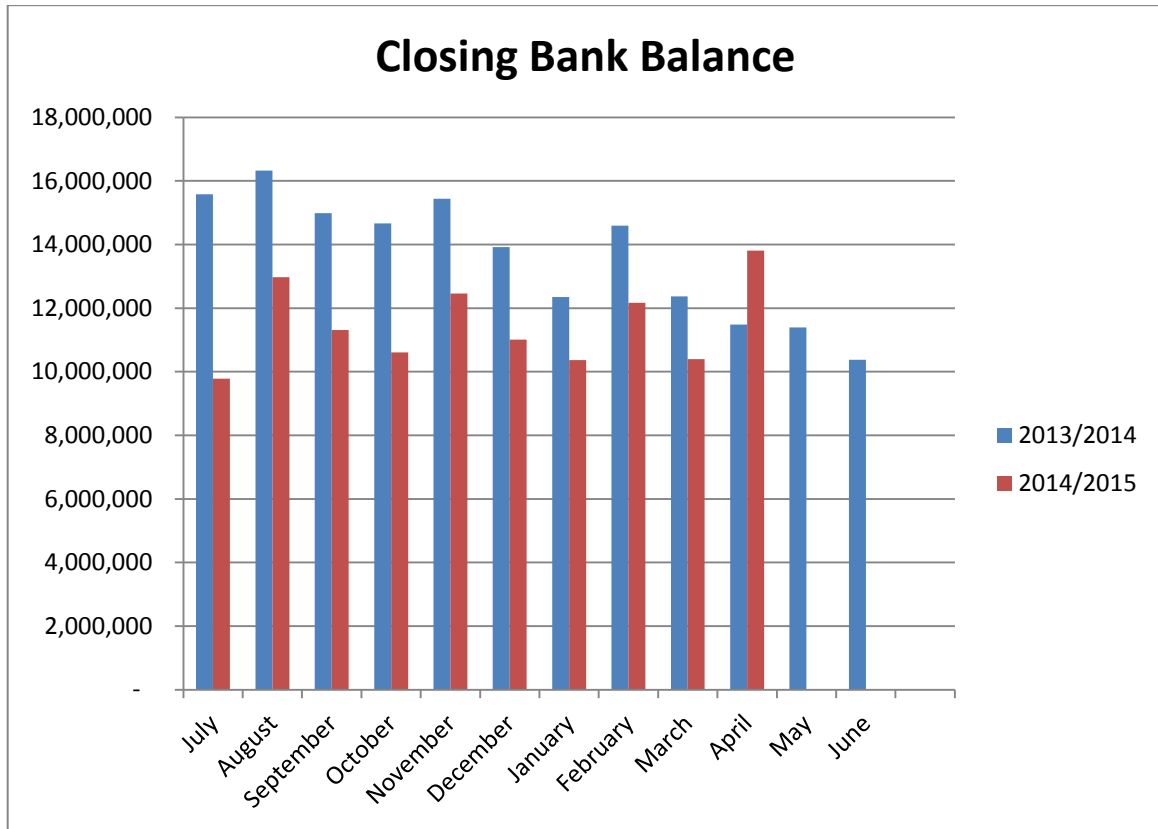
Ordinary Meeting – 21 May 2015

Balance as per Bank Account History as at 30 April 2015

Month	Funds Held in General Account	Funds Held in Trust Account	Mayors Bushfire Appeal Trust Account	Investment	TOTAL	Net of Outstanding Deposits and Un-presented Cheques	End of Month Closing Bank Balance
Jun-14	323,176	177,204	368,762	10,129,888	10,999,030	(622,858)	10,376,172
Jul-14	421,545	177,204	369,832	9,227,662	10,196,243	(411,269)	9,784,974
Aug-14	2,088,541	177,185	354,197	9,681,456	12,301,379	488,277	12,789,656
Sep-14	585,637	235,697	354,779	10,739,125	11,915,238	(541,423)	11,373,815
Oct-14	344,691	236,143	355,639	9,856,757	10,793,230	(189,540)	10,603,690
Nov-14	334,183	236,143	356,220	11,202,090	12,128,636	326,952	12,455,588
Dec- 14	391,570	236,343	356,759	9,994,355	10,979,027	33,851	11,012,878
Jan- 15	264,218	237,111	357,317	9,674,505	10,533,151	(168,900)	10,364,251
Feb-15	695,689	249,543	342,927	10,604,540	11,892,699	280,396	12,173,095
Mar-15	658,064	253,288	309,667	9,617,099	10,838,118	(446,552)	10,391,566
Apr-15	321,299	253,088	310,127	12,893,114	13,777,628	28,870	13,806,498

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RECOMMENDATION

That Council accept the Bank Reconciliation Report for the month ending 30 April 2015.

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Item 20 Investments and Term Deposits for Month ending 30 April 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Senior Finance Officer – Lisa Grammer
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

As required by Clause 212 of the Local Government (General) Regulation 2005, the details of all monies invested by Council under Section 265 of the Local Government Act 1993 must be reported to Council at each monthly ordinary meeting.

Background

Council is authorised by S.265 of the Local Government Act (the Act) to invest its surplus funds in the forms of investment notified in an Order of the Minister dated 12 January 2011.

Clause 212 of the Local Government (General) Regulation 2005(the Regulation) requires a council to provide a written report to the Ordinary Meeting of Council giving details of all monies invested and a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

Issues

Comments on Performance for the Month

Term Deposits and At Call Accounts

In accordance with regulatory requirements and Council's Investment Policy, the majority of Council's current investment portfolio continues to be invested in term deposits, at call accounts and a Capital Protected Note (CPN)

During the month, \$1.0m of term deposits matured, new placements of \$3.10m were made and the month end balance was \$6.60m. These investments range in duration from 60 to 180 days. The new placements of \$1.5m and \$1.6m have been invested at 3.00% respectively which exceeds Council's benchmark BBSW investment rate.

At call accounts are used to hold funds for shorter periods and generally are adjusted on a weekly basis to meet cash flow requirements. During the month net transfers of \$1,168,738 were made from these accounts and \$7,276 interest was received on the balances in the accounts resulting in a month end balance of \$4.793m.

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Capital Protected Note

Council continues to hold \$1,500,000 in a CPN called Octagon. Repayment of the principal is supported by a capital guarantee which ensures full repayment of capital invested at maturity. The estimated market value of the investment as at 30 June 2014 was \$1,443,900 and as the term approaches the maturity date, this value increases and could return a small capital profit. This investment is no longer earning any investment income and is adversely impacting the achievement of Council's benchmark rate of return.

Income Return

The average rate of return on investments for the month of 2.84% exceeded Council's benchmark Bank Bill Swap Rate (BBSW) of 2.20% by 0.64% or 29.09%.

On a year to date basis, interest received and accrued totals \$250,074 which is 65.8% of the annual budget. On a pro rata basis, interest income is 21.2% behind budget.

Rates on the NAB and ANZ at call accounts continue to be relatively high rates compared to the 60 and 90 day rates being offered for term deposits.

With the recent reduction in official interest rates by the Reserve Bank of Australia and strong expectations by markets of up to two further reductions over the next six months, it is likely investment rates will continue to decline.

Depending upon the timing of forecast cash flows, consideration may have to be given to investing for longer terms to maintain higher interest yields.

Options

Nil

Financial Implications

Based on the current investment market and Council's current investment holdings and maturity dates, the average rate of return on Council's investment portfolio will continue to exceed the BBSW benchmark rate.

However the amount of interest projected to be earned for the year is recommended to be further revised as part of the third quarter Quarterly Budget Review Statement.

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Summary

Table 1: Investment Balances as at 30 April 2015

Financial Institution	Lodgement Date	Maturity Date	Total Days	Rating	Yield	Amount
At Call Accounts						
NAB Cash Maximiser	1-Mar-15	at call	at call	AA-	2.54%	3,644,400
ANZ at Call	1-Mar-15	at call	at call	AA-	2.50%	1,034,711
Westpac at Call	1-Mar-15	at call	at call	AA-	-	24,164
NAB Eftpos At Call	1-Mar-15	at call	at call	AA-	-	89,839
						4,793,114
Term Deposits						
NAB	18-Feb-15	19-May-15	62	AA-	3.15%	1,500,000
Commonwealth Bank	16-Mar-15	15-Jun-15	60	AA-	3.02%	1,000,000
Suncorp Treasury	24-Mar-15	22-Jun-15	60	AA-	2.95%	1,000,000
NAB	02-Apr-15	06-Jul-15	95	AA-	3.00%	1,500,000
Bank Of QLD	02-Apr-15	29-Sept-15	180	BBB+	3.00%	1,600,000
						6,600,000
Capital Protected Note						
Octagon Ltd.	25-Oct-05	25-Oct-15	10 yrs	AA	-	1,500,000
						1,500,000
TOTAL						12,893,114

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Table 2: At Call and Term Deposits - Monthly Movements

Bank	Opening Balance	Net Placements/ Withdrawals	Interest Accrued/ Received	Closing Balance
NAB Cash Maximiser	3,488,085	150,000	6,315	3,644,400
ANZ At Call	6,943	1,026,807	961	1,034,711
Westpac General At Call	23,308	856	-	24,164
NAB Eftpos At Call	98,764	(8,925)	-	89,839
Bank Of Qld	1,003,169	(1,004,767)	1,598	-
NAB	1,505,293	-	3,873	1,509,166
Commonwealth Bank	1,001,238	-	2,475	1,003,713
Suncorp Treasury	1,000,564	-	2,869	1,003,433
NAB	-	1,500,000	3,443	1,503,443
Bank Of Qld	-	1,600,000	3,672	1,603,672
Total	8,127,364	3,263,971	25,206	11,416,541

Certification of Responsible Accounting Officer

I hereby certify that the investments listed in the report above have been made in accordance with Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investments Policy.

Responsible Accounting Officer

RECOMMENDATION

That Council accept the Investments Report for the month ending 30 April 2015.

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Item 21 Rates Report for Month Ending 30 April 2015

Division:	Corporate and Community Services
Management Area:	Financial Services
Author:	Rates Officer – Graham MacBeth
CSP Key Focus Area:	Local Governance and Finance
Priority:	GF4 Council governance and organisational structure reflects the vision, directions and priorities outlined in the Community Strategic Plan

Reason for Report

To report on Council's monthly rates and annual charges collection performance.

Background

Council levies rates and annual charges on an annual basis commencing in the month of July. Council closely monitors the repayment of these rates and annual charges and measures its debt recovery performance for rates and annual charges through the use of the Rates and Annual Charges Outstanding Ratio.

The Division of Local Government (DLG) recommends (via their accepted benchmark) a ratio of less than 5% for Urban and Coastal Councils and less than 10% for Rural Councils. Council's outstanding ratio as at 30 June 2014 was 11.41% which is slightly above the DLG recommended benchmark.

Issues

The outstanding rates and annual charges ratio as at 30 April 2015, is 11.07%. This figure is higher than the 10% benchmark proposed by the DLG.

Options

For Council Information

Financial Considerations

A high arrears balance affects Council's cash flow, and represents monies outstanding that Council could be gaining a return on if invested in a term deposit.

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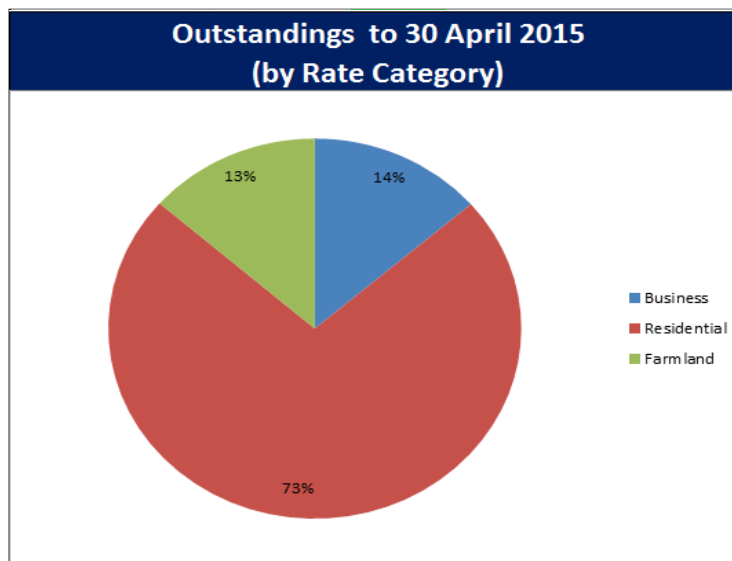
RATE/CHARGE TYPE	RATE ARREARS 2013/14	2014/15 LEVY	Pensioner Write off	Abandoned	Interest	Legal Fees	RATE ARREARS AND NET LEVY	TOTAL PAYMENTS TO DATE	TOTAL OUTSTANDING 2014/15	COLLECTION % 2014/15	Total Arrears as at EOM	Outstanding Rates and Annual Charges %
General	633,482	7,321,398	(165,186)	(27,058)	32,137	75,959	7,870,731	(5,870,616)	2,000,115	74.59%	563,284	7.16%
Water	194,095	1,326,803	(73,055)	(2,763)	9,988	-	1,455,067	(1,071,429)	383,638	73.63%	165,897	11.40%
Sewerage	-	1,001,386	(52,252)	(1,639)	2,069	-	949,564	(732,136)	217,428	77.10%	41,815	4.40%
Garbage	207,235	1,839,680	(110,725)	(2,733)	11,290	(451)	1,944,295	(1,463,819)	480,476	75.29%	182,009	9.36%
TOTAL RATES AND ANNUAL CHARGES	1,034,812	11,489,267	(401,218)	(34,193)	55,484	75,508	12,219,657	(9,138,000)	3,081,657	74.78%	953,005	7.80%
Sewer Access (Water Billing)	451,689	196,177	-	(7,990)	8,370	-	648,246	(451,363)	196,883	69.63%	115,294	17.79%
Water Consumption	572,533	1,328,400	-	2,735	15,818	22,528	1,942,013	(1,096,684)	845,330	56.47%	369,788	19.04%
Sewer Consumption	34,788	126,000	-	(143)	789	-	161,434	(67,761)	93,672	41.97%	16,090	9.97%
TOTAL WATER SUPPLY SERVICES	1,059,010	1,650,577	-	(5,398)	24,977	22,528	2,751,693	(1,615,808)	1,135,885	58.72%	501,172	18.21%
GRAND TOTAL	2,093,822	13,139,844	(401,218)	(39,591)	80,461	98,036	14,971,350	(10,753,808)	4,217,542	71.83%	1,454,177	11.07%

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Analysis by Council staff has indicated that a majority of the rates and annual charges outstanding amount 73% relates to residential properties, while 13 % relates to farmland and 14% to business.

See graph to the right, and table of outstanding balances by rate group and rate/charge type below for further details.



Rates Type	Rates levy			Water levy			Grand Total
	General	Domestic Waste	Water Access	Sewer Access	Water Usage	Sewer Usage	
Business	66,710	27,423	16,224	32,090	39,945	16,090	198,482
Residential	301,393	152,869	149,673	125,019	329,843	-	1,058,797
Farmland	195,182	1,717	-	-	-	-	196,899
Total	563,284	182,009	165,897	157,109	369,788	16,090	1,454,177

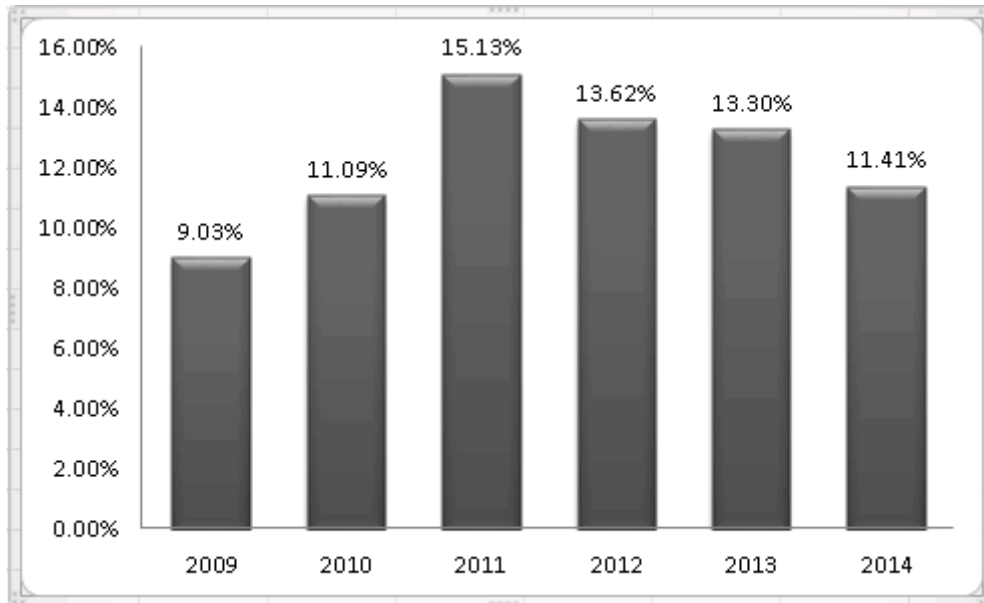
Collection of outstanding rates commences with an overdue letter which is received from Council giving 14 days to pay or contact Council requesting an arrangement, if no payment or contact is made a letter of demand is sent out by Council's Debt Recovery Agency giving 7 days to make a payment or contact Council requesting an arrangement.

Council's historical debt recovery performance as measured by the rates and charges outstanding ratio is detailed in the graph below.

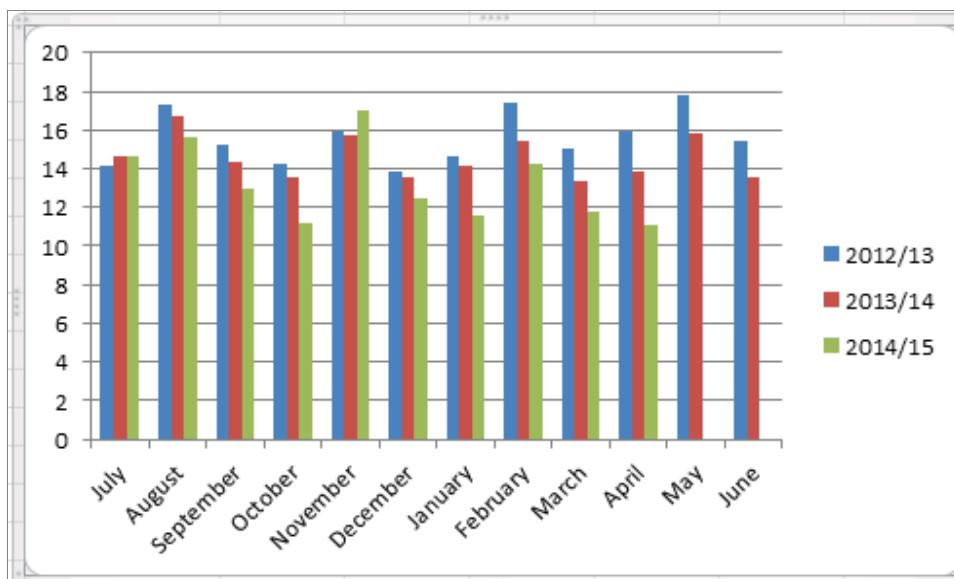
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Graph 1: Ratio by Year



Graph 2: Ratio Month by Month



RECOMMENDATION

For Council's information.

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Item 22 Night Rider Bus Cost

Division:	Technical Services
Management Area:	Technical Services Management
Author:	Road Safety Officer – Ken Smith
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The Long-term wellbeing of our communities is dependent on the ongoing provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environment protection and land management.

Reason for Report

At the meeting on the 16th April 2015, Council requested information regarding the cost to Council of the Night Rider bus.

Background

A redundant 12-seater bus from RFS was offered by Council to the Warrumbungle Liquor Accord to be used as a night-rider bus service in Coonabarabran for a trial period. The service commenced on 24 January, Australia Day weekend in January 2015.

Nightrider encourages local residents to leave their car at home and travel quickly and safely by bus (approved alternate transport scheme) from home to a participating licensed venue and return home.

Nightrider will benefit the local community by reducing alcohol related violence and disturbance to the neighbourhood and to reduce drink-driving in our Shire.

Issues

There has been no reported alcohol related damage in Coonabarabran since 24 January 2015. Police have reported no alcohol related incidents in the streets of Coonabarabran since that date. Approximately 130 patrons use the night-rider service each weekend.

Options

Council has discretion in this matter

Financial Considerations

At the time implementation new registration was completed and Council paid the cost of \$482.00.

During a routine service of the bus in March an inspection revealed long term wear to steering components. As this was long term wear Shire Council paid \$1,193.30 for the repair of the long term wear.

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Total cost to Council to date is \$1675.30.

The operating group, Bowling and Golf Clubs and Imperial Hotel are paying all operating costs since the 24 January.

RECOMMENDATION

Information for Council

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Item 23 Application to close Council road and Crown Roads near Coolah Aerodrome

Division:	Technical Services
Management Area:	Road Operations
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Reason for Report

To seek a recommendation by Council on an application to close a Council road and several Crown Roads on a property adjoining the Coolah Aerodrome.

Background

The Crown Lands Office has written to Council regarding application by the owner of the property 'Bolton' to close a number of roads that traverses the property. The property 'Bolton' adjoins the Coolah aerodrome. The road closure application includes a number of Crown Roads and one road that under the control of Council.

A copy of the letter, which includes a map showing location of proposed roads has been forwarded to Councillors under separate cover.

Issues

A map showing the location of the Council road is provided in attachment 1.0. This road is known as Aerodrome Road and provides a link between Neilrex Road and the Black Stump Way. That is, if the road is closed, the continuous road link between Black Stump Way and Neilrex Road, via Queensborough Road will be forever lost. Currently the section of Aerodrome Road subject to application is not formed or constructed and there are no immediate plans to upgrade the road.

Options

Council has discretion in this matter. In the past Council has been reluctant to agree to closure of any public road due to uncertainty about future road network requirements and the possibility that legal access to adjoining properties may be compromised.

Financial Considerations

Council is not expected to incur any costs associated with the road closure proposal. However, Council is not expected to receive any revenue should the road be closed and sold to the adjoining property owner.

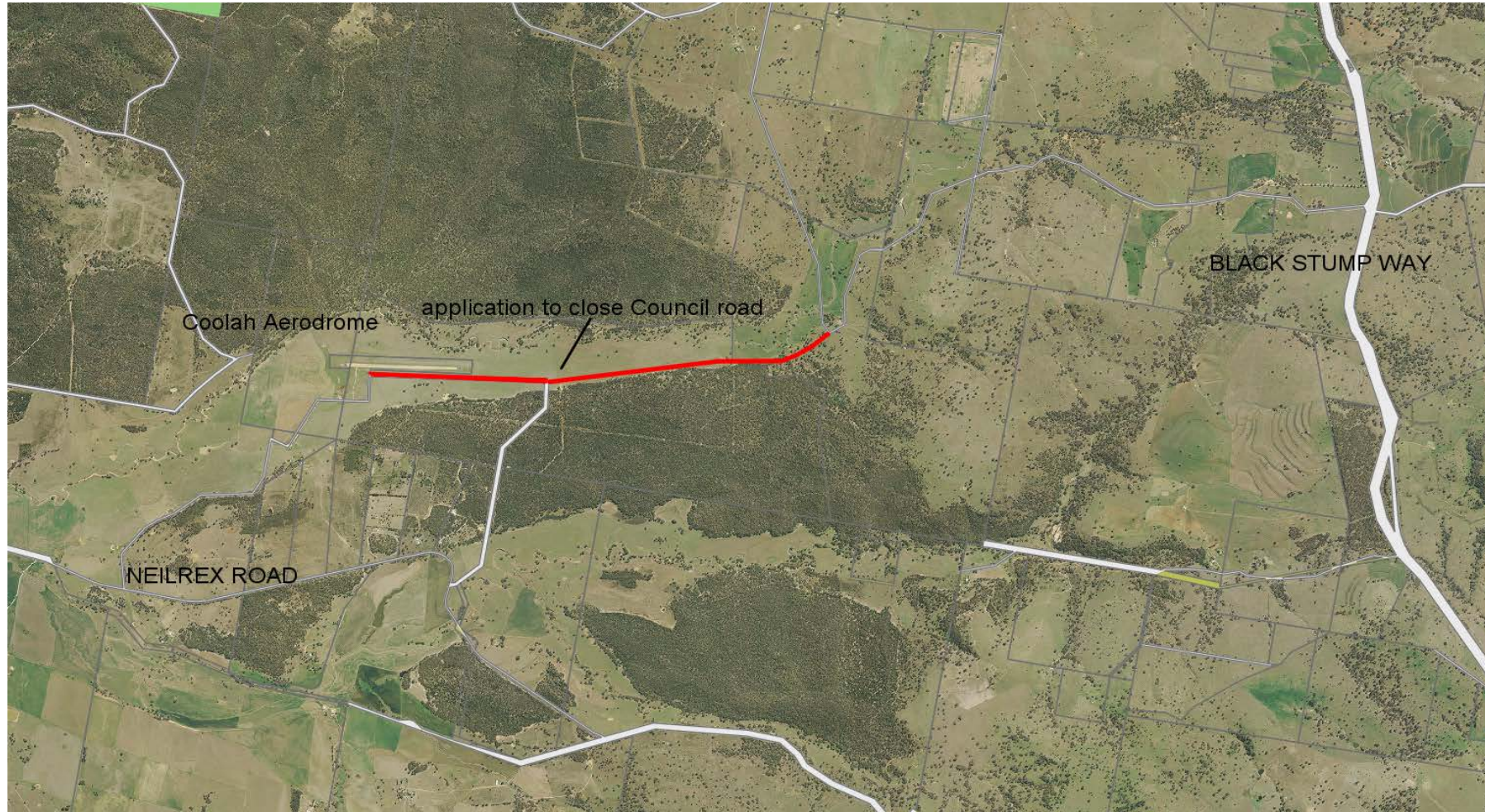
RECOMMENDATION

That Council not agree to closing any part of Coolah Aerodrome Road that links Neilrex Road with Black Stump Way via Queensborough Road and furthermore that Council object to closing Crown Roads that are outlined in the application by the owner of the property 'Bolton'.

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Attachment 1.0 – Map showing location of proposed Council road closure near the Coolah Aerodrome.



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Item 24 Consultants Draft Report on the North West Freight Network

Division:	Technical Services
Management Area:	Road Operations
Author:	Director Technical Services – K Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Purpose

To report on the findings of an economic analysis of a North West road freight network and seek Council's endorsement for presentation of the report to Infrastructure Australia.

Background

Warrumbungle Shire Council along with the Council's of Narrabri, Moree, Gwydir and Gunnedah participated in a project to investigate and promote the economic benefits of a North West Freight Network. The five participating Councils engaged a Consultant to develop an economic model around upgrading selected roads that would complement the operation of the proposed Inland Rail. An extract from the report showing the general location of the roads in each Shire in relation to the Inland Rail is shown in attachment 1.0. A full copy of the report has been forwarded to Councillors under separate cover.

Issues

The economic analysis undertaken by the Consultant suggested that a targeted \$160 million dollar capital upgrade to a core freight network in the region, to allow for very high productivity vehicles such as 2AB quad trucks, would lower freight costs to agriculture producers in the region. The project has been assessed as having a mean benefit cost ratio of 1.16 at a discount rate of 7%. The author of the report suggests that commercial investors in the Inland Rail may contribute to the cost of upgrading the road network that supports the Rail line and the efficient movement of agricultural produce, particularly grains and cotton.

Options

The project working group recommended that each Council accept the findings of the report and agree for it to be personally presented to Infrastructure Australia.

Financial Considerations

The investigations and economic analysis cost \$67,000 and Council's contribution to that amount is \$9,900.

RECOMMENDATION

The economic analysis presented in the North West Freight Network report and the proposal by the working group to present the findings to Infrastructure Australia is endorsed by Council.

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Attachment 1.0 – Extract from Report on the North West Freight Network showing general location of the freight roads in relation to the Inland Rail



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Item 25 Deed Agreement with Restart NSW for Water Security Projects

Division:	Technical Services
Management Area:	Water Operations
Author:	Manager Communications and IT – Chris White
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P17 Communities across the shire are supported by the secure, long term supply of energy and clean water

Reason for Report

To provide Council with an update on the water security projects for Mendooran, Binnaway, Coolah and Coonabarabran funded by Restart NSW.

Background

The projects to be funded by the Restart NSW Water Security for Regions Funds with co-contribution from Council are:

1. RNSW726 Mendooran - One back up bore \$417,600, including \$75,000 co-contribution
2. RNSW729 Binnaway – One back up bore \$475,200, including \$80,000 co-contribution
3. RNSW727 Coolah – One back up bore \$445,000, including \$74,800 co-contribution
4. RNSW728 Raising Timor Dam Wall Feasibility Study \$599,860, including \$87,620 co-contribution

These projects follow submission by Council to the state government to improve water security in four (4) towns within the shire. The water security projects total \$1,937,660, comprising of \$317,420 co-contribution from Council and the balance of \$1,620,240 from Restart NSW.

Issues

Before the projects commence, and before any funding reimbursement is received from the state government, a Funding Deed of Agreement must be executed between Council and the NSW Treasurer. Delegation to the General Manager by Council is required to enable execution of the agreement under Council's seal.

Funding Deeds detail the scope, budget and time schedule for each project component. Updates of projects are required to be submitted monthly to INSW via an online web portal, and is audited by NSW Public Works before reimbursement of funds expended by Council. Monthly updates detail progress of each project as per the timeline, procurement, risk management and cashflow details executed with the Funding Deeds.

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Options

Council has limited discretion on this matter given the identified need to improve security for potable town water supplies in Coonabarabran, Binnaway, Coolah and Mendooran.

Financial Considerations

Council is required to co-contribute a total of \$317,420 to the projects. Funding is received as reimbursement, requiring Council to submit monthly invoicing of works completed, which is audited by NSW Public Works before payment is authorised by NSW Treasury.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Councils seal and execute the funding deed of agreement with the NSW Treasurer for the Water Security projects RNSW 726, RNSW 727, RNSW 728 and RNSW 729, which has a total project cost of \$1,937,660. **FURTHERMORE**, Council contributes \$317,420 towards the cost of the projects.

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Item 26 2014/15 Technical Services Works Program – Road Operations, Urban Services & Water Services

Division:	Technical Services
Management Area:	Road Operations & Urban Services
Author:	Director Technical Services – Kevin Tighe
CSP Key Focus Area:	Public Infrastructure & Services
Priority:	P13 Road networks throughout the Shire need to be safe, well maintained and adequately funded.

Reason for Report

The works program for the technical services division of Council for period ending 1 May 2015 is presented for information.

Background

The 2014/15 works program for all projects in Technical Services is presented in attachment 1.0. The report includes projects included in the 2014/15 budget and projects carried over from 2013/14. Also, the report includes 2014/15 projects where survey and design and investigation has commenced.

Attachment 2.0 contains a list of unsealed roads that have been maintenance graded since 1 July 2014. The attachment also include roads that are scheduled for maintenance grading over the next two months.

Issues

The works program presented in attachment 1.0 contains draft finish dates for each project.

Options

Council has discretion in relation to the capital works program and the works program in general. However, any changes must include consideration of funding sources, time requirements for pre construction activities, and impact on staff resources.

Financial Considerations

The works program in attachment 1.0 contains budget allocations and year to date expenditure for all projects. The year to date figures are preliminary in nature and may change when as a result of calculations for the quarterly budget review.

RECOMMENDATION

That 2014/15 works program presented in attachment 1.0 and attachment 2.0 is noted for information only

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Attachment 1.0 – Technical Services Works Program Report for Period Ending 1 May 2015

Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Technical Services		13,684,475	6,197,129	60%
Asset Design Services		84,505	58,234	80%
Software Upgrades	Fri 27/03/15	13,000	5,649	50%
Traffic Counter	Fri 26/06/15	15,000	16,225	100%
Binnia St Median Ext.	Fri 26/06/15	0	0	0%
Bridge design - Orana Rd	Fri 19/12/14	15,000	2,827	60%
Cycleway Mary Jane Cain Bridge- design	Mon 1/12/14	6,005	6,005	100%
Road Safety Program		35,500	27,528	80%
Keep our kids safe	Fri 24/04/15	4,000	0	30%
Just slow down	Fri 24/04/15	6,000	1,477	50%
Free cuppa for driver	Fri 24/04/15	1,500	1,637	100%
Pedestrian Access Mobility Plan	Mon 1/12/14	24,000	24,414	100%
Fleet Services		2,726,174	1,019,518	80%
Minor Plant Purchases	Fri 27/03/15	15,000	5,756	25%
Plant Purchases	Fri 27/03/15	2,562,800	932,904	70%
Emulsion tank rehab - Coolah depot	Fri 27/03/15	25000	21,964	100%
Coona depot - upgrade projects	Fri 26/06/15	19496	15,779	100%
Dunedoo depot - Underground fuel storage	Fri 26/06/15	68478	3,428	20%
Lunch room - Mendooran depot	Fri 27/03/15	5400	5,400	100%
Cricket pitch roller - Coolah	Fri 24/10/14	15,000	13,000	100%
Radio Network	Fri 26/06/15	15,000	21,287	100%
Road Operations		6,847,890	3,614,264	80%
RMS Work Orders		1,927,826	1,564,785	90%
Works Orders	Fri 26/06/15	1,927,826	1,564,785	60%
Reseals		736,973	703,942	100%
Baradine reseals	Fri 27/03/15	13,700	10,613	100%
Binnaway reseals	Fri 27/03/15	11,800	20,622	100%
Coolah reseals	Fri 27/03/15	22,300	25,042	100%
Coonabarabran reseals	Fri 27/03/15	74,814	101,004	100%
Dunedoo reseals	Fri 27/03/15	19,600	0	0%
Mendooran reseals	Fri 27/03/15	15,800	250	0%
Local roads reseals			0	0%
Baradine Goorianawa	Fri 27/03/15	33,000	26,881	100%
Avonside Road	Fri 27/03/15	29,720	29,720	100%
New Mollyan Road	Fri 27/03/15	59,400	46,975	100%
Box Ridge Road	Fri 27/03/15	19,634	19,634	100%

WARRUMBUNGLE SHIRE COUNCIL

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Boomley Road	Fri 27/03/15	9,075	6,149	100%
Cobborah Road	Fri 27/03/15	60,720	46,865	100%
Kanoona Road	Fri 27/03/15	3,392	3,392	100%
Indian Lane	Fri 27/03/15	29,700	26,012	100%
Neilrex Road	Fri 27/03/15	53,018	47,963	100%
Regional Rd reseals	Fri 27/03/15	281,300	292,820	100%
Local Roads	Fri 25/10/15	2,848,615	830,643	30%
Bridge - Worrigal Creek	Fri 25/10/15	266,280	0	10%
Bridge- Baradine Creek	Fri 25/10/15	889,800	10,227	10%
Bridge - Kenebri	Fri 25/10/15	378,070	0	10%
Orana Rd - Coolaburragundy River	Fri 29/01/16	300,000	0	0%
Coolah Ck Rd Rehab	Fri 19/12/14	134,233	134,233	100%
Quia Rd Rehabilitation	Fri 26/06/15	120,000	12,526	10%
Gravel Road Resheeting		760,232	673,657	95%
Goolhi Rd	Fri 7/11/14	111,383	111,705	100%
Keeches Rd	Fri 7/11/14	82,499	77,814	100%
Bakers Lane	Fri 7/11/14	24,850	24,981	100%
Schumacks Rd	Fri 7/11/14	15,394	15,394	100%
Mt Cenn Cruich Rd	Fri 26/06/15	70,000	51,984	80%
Premer Estate Rd	Fri 26/06/15	50,000	63,069	100%
Stoney Point Rd	Fri 26/09/14	30,000	11,835	100%
Mitchell Springs Rd	Fri 29/05/15	100,000	91,405	100%
Doganabuganaram Rd	Fri 26/06/15	75,000	32,559	50%
Homestead Rd / Merotherie Rd	Fri 27/03/15	40,000	58,968	100%
All Weather Rd	Fri 27/03/15	51,019	53,585	100%
Mooren Rd	Fri 27/03/15	50,000	19,376	100%
Banoon Rd	Fri 28/11/14	60,087	60,982	100%
Regional Roads		1,334,476	514,894	75%
Pavement Rehabilitation MR55	Fri 27/03/15	215,192	212,437	100%
Shoulder widening MR55	Fri 27/03/15	169,000	119,291	100%
Saltwater Ck Bridge - Guardrail, final seal	31/01/2015	100,284	98,195	100%
Mow Creek Bridge	Fri 26/06/15	850,000	84,971	10%
Urban Services		2,893,883	1,215,808	60%
Horticulture		447,201	246,198	80%
Binnaway Progress Ass'n	Fri 28/11/14	5,000	5,000	100%
Mendooran Park Toilets	Fri 26/06/15	32,631	10,000	40%
Milling Park Toilet -CTF	Fri 26/06/15	250,000	147,117	50%
Milling Park playground equip - CTF	Fri 26/06/15	89,000	28,969	50%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Toilets, Nandi Park & Timor Rock Park	Fri 26/06/15	70,570	55,112	70%
Ovals		564,752	199,795	95%
Baradine Tennis Courts Resurface	Wed 1/10/14	35,000	44,630	100%
Baradine Grandstand	Fri 8/08/14	7,550	0	100%
Binnaway Grandstand	Fri 8/08/14	14,320	5,782	100%
Bowen Oval	Tue 30/09/14	2,882	6,114	100%
Robertson Oval Improvements - CTF	Fri 29/05/15	480,000	143,269	30%
Coona. Netball crts	Fri 29/05/15	25,000	0	0%
Swimming Pools		62,090	22,347	50%
Dunedoo replace filter media	Fri 26/06/15	12,000	0	0%
Mendooran - repair leak - toddlers pool	Fri 26/06/15	10,000	10,257	100%
Concrete repairs - Coona	Fri 26/06/15	15,000	0	0%
Baradine Pool - leak protection	Fri 26/06/15	13,000	0	0%
Shade shelter - Baradine Pool	Fri 26/09/14	12,090	12,090	100%
Town Streets Baradine		133,746	54,975	75%
Flood Levee Invest	Fri 26/06/15	120,000	51,108	40%
Baradine Foot Rehab	Fri 27/03/15	10,000	0	0%
Walker street k&g	Fri 25/07/14	1,746	1,746	100%
Baradine Street bins	Fri 26/06/15	2,000	2,121	100%
Town Streets Binnaway		103,750	5,703	40%
David street k&g	Fri 29/08/14	55,750	0	10%
Street Lights	Fri 27/03/15	0	0	0%
Garbage bins, Renshaw Street	Fri 26/12/14	8,000	5,703	100%
Footpath rehabilitation	Fri 27/02/15	5,000	0	0%
Railway Street (Napier to Renshaw)	Fri 29/05/15	35,000	0	0%
Town streets Coolah		311,737	49,786	40%
Binnia St. kerb blisters	Fri 5/09/14	40,281	40,744	100%
Booyamurra St. rehab	Fri 26/06/15	208,456	341	0%
Street Light - Coolah	Fri 27/03/15	8,000		0%
Coolah Foot Rehab	Fri 24/04/15	15,000	8,379	100%
Intersection Treatments Binnia	Fri 26/06/15	40,000	322	0%
Town Streets Coona		260,776	186,797	80%
John Street K&G, eastern side	Fri 19/09/14	26,306	26,726	100%
Dalgarno St K&G rehab	Fri 19/09/14	21,470	21,470	100%
Cycleway Newell Hwy	Wed 9/07/14	60,000	60,000	100%
Cycleway - Newell Hwy - 2nd stage	Fri 19/09/14	45,000	22,024	50%
Robertson Street rain garden	Sat 29/11/14	8,000	0	10%
John St K&G (west side)	Fri 29/05/15	70,000	56,577	80%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Footpath Cassilis Street	Fri 22/05/15	30,000	0	0%
Town Streets Dunedoo		999,831	444,549	60%
Dish drain const	Fri 30/01/15	22,831	22,910	100%
Dunedoo Foot Rehab	Fri 24/04/15	10,000	6,769	80%
Heavy vehicle parking area - CTF	Fri 26/06/15	422,000	315,542	80%
RV Parking area - CTF	Fri 26/06/15	155,000	51,574	60%
Bolaro Street beautification - CTF	Fri 26/06/15	390,000	47,754	10%
Town Sts Mendooran		10,000	5,658	80%
Mendooran Foot Rehab	Fri 24/04/15	10,000	5,658	50%
Water		930,607	237,536	25%
Baradine		187,184	10,184	10%
Meter replacements	Fri 26/06/15	4,000	0	0%
WTP building renovations	Fri 17/04/15	48,000	0	0%
WTP - improvements	Fri 17/04/15	40,000	0	0%
WTP clarifier rehab	Fri 17/04/15	85,000	0	0%
Namoi Street main extension	Fri 29/08/14	10,184	10,184	100%
Binnaway		54,000	0	0%
Mains replacement	Fri 26/06/15	50,000	0	0%
Meter replacements	Fri 26/06/15	4,000	0	0%
Coolah		65,988	35	0%
Meter replacements	Fri 26/06/15	4,800	35	0%
Wentworth St Res relining	Fri 26/06/15	11,188	0	0%
Main extension - rem dead end	Fri 26/06/15	50,000	0	0%
Coonanbarabran		517,746	135,272	25%
Meter replacements	Fri 26/06/15	5,195	0	0%
Main replacement	Fri 26/09/14	106,556	78,802	80%
Security audit	Fri 26/06/15	20,000	0	0%
Main extension, Queenie Street	Fri 26/06/15	149,995	26,159	25%
Telemetry software	Fri 29/05/15	3,253	3,253	100%
Timor Dam fence repairs	Fri 26/06/15	230,000	25,693	10%
Tools - Coona water	Fri 29/05/15	2,747	1,365	50%
Dunedoo		80,308	82,545	100%
Meter replacements	Fri 26/06/15	4,000	359	0%
Main. Bolaro (Tallawang-Merrygoen)	Fri 27/02/15	20,860	429	0%
Main. Ext (Evans street)	Fri 26/06/15	0	23,658	50%
New Bore	Fri 25/07/14	47,448	47,448	100%
Reservoir rehab.	Fri 26/06/15	0	7,180	20%
Sodium Hypochlorite-standby pump	Fri 29/05/15	5,000	3,471	100%

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Task Name	Finish Date	Budget Allocation (\$)	YTD Cost (\$)	% Complete
Minor plant	Fri 31/10/14	3,000	0	0%
Mendooran		25,381	9,500	100%
Meter replacements	Fri 26/06/15	4,000	0	0%
water pressure project	Fri 31/10/14	21,381	9,500	100%
Sewerage		201,416	51,769	25%
Baradine		28,000	18,073	90%
Replac. vacuum components	Fri 26/06/15	28,000	18,073	90%
Coonabarabran		109,080	11,854	15%
Mains relining	Fri 3/04/15	94,080	0	0%
Replace steel rods	Fri 19/12/14	3,000	404	0%
Sewer camera replacement	Fri 29/08/14	12,000	11,450	100%
Coolah		0	21,357	100%
STP upgrade	Fri 26/06/15	0	21,357	100%
Dunedoo		14,336	0	0%
STP upgrade	Fri 26/06/15	14,336	0	0%
Binnaway		50,000	485	25%
Sewerage investigation	Fri 26/06/15	50,000	485	25%

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Attachment 2.0 – Maintenance grading on unsealed local rural roads
Unsealed Roads – Maintenance grading since 1 July 2014

Road Name	Cat	Dist	Road Name	Cat	Dist
A'Becketts Rd	2	7.2	Kanoona Rd	1	
Albert Wright Rd	3	1	Keech's Rd	2	11.8
All Weather Rd	1	1.9	Kilchurn	2	4.8
Apricot Ln	2	1.4	Locknaw Rd	3	4
Bakers Ln	3	5.5	Lynwood Rd	2	1.7
Balmoral Rd	3	2	Major Mitchell Rd	2	0.7
Bellings Rd	2	3.5	Maranoa Rd	2	5
Beni Rd	1	10.6	Merebene Rd	3	2
Berowra Rd	1	4.2	Methrotherie Road	2	2
Binnia Hills Rd	3	1	Methrotherie Road	2	8.8
Borah Creek Rd	2	9.7	Mia Mia Rd	2	9.8
Borambitty Rd	2	3.8	Minnedah Rd	3	1.2
Bourke and Halls Rd	3	5.1	Minnedah Road	3	4.1
Box Ridge Road	1	22.5	Mitchell Springs	1	3.5
Brenti Rd	3	3.5	Monks Rd	2	1
Brooklyn Rd	1	4	Moorefield Rd	2	1.8
Brooks Rd	1	23.6	Mt Nombi	1	8.2
Brown Springs Rd	3	3.4	Munns Rd	1	9.2
Bulga	3	1.1	Murphys	3	1.4
Caledonia Rd	1	10	Myall Plains Rd	3	12.4
Cenn Cruiach Road	3	14	Nalders Rd	3	1.7
Cobborah	2	12.1	Narangarie Rd	3	3
Corella Rd	3	2.4	Narrawa Rd (North)	3	8.1
Creenaunes Rd	2	2.6	Nash Road	3	5.2
Cumbil Rd	2	19	Neible Rd	3	6.4
Dandry Rd	1	14	Oakey Creek Rd	2	6
Dennykymine Rd	1	27.8	Pine Ridge Rd	1	7.9
Doganabuganaram Road	2	2.72	Premer Estate Rd	2	10.7
Dows Lane	2	1	Premer Estate Road	2	5.6
Eagleview Rd	3	1.5	Quaker Tommy Rd	2	7.2
Emu Ln	3	0.3	Ropers Rd	1	24.5
Finlays Rd	3	4	Salaks Rd	2	6
Flags Rockedgiel Rd	1	12.3	Schumaks Rd	2	1.2
Flags Rockedgiel Road	1	15	Sleighholmes Rd	2	2.5
Galashiels Rd	3	0.8	Stannix Park Rd	3	1
Gentle Annie Rd	1	8.2	Stoney Point	3	5.2
Goolhi Rd	1	22.6	Tannabah Road	2	2

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Guinema	2	12.3	Three Hills Road	2	0.5
Gum Nut Rd	3	0.6	Tothill	3	3
Gundare Rd	1	5.2	Turee Vale Rd	2	6.6
Hawkins Road	3	2	Ulungra Springs Rd	3	1.7
Heads Rd	3	1.5	Upper Laheys Creek Rd	2	4.9
Hickeys Rd	2	7.8	Wangmans Rd	2	3
Hollymount Road	2	2.1	Wardens Rd	2	6.8
Homestead Rd	3	7.2	Warkton Rd	1	4
Honeypot	3	0.6	Wattle Springs	2	3.8
Hotchkiss Rd	2	4	Wyuna Rd	1	22.7
Indians Ln	1	4.5	Yarragrin Rd	1	6.6
Jerrys Rd	3	0.6			

Roads Scheduled for Maintenance next 2 months

Leaders
Sherbrooke
Sansons Lane
Goragilla
Saltwater

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Item 27 Commercial Lease, 2 Digilah Street, Dunedoo

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk – Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

Reason for Report

Council has been requested to enter into a five (5) year lease with the current tenant of 2 Digilah Street, Dunedoo. As the lease requested is for a period greater than three (3) years the lease is legally required to be registered on the title deeds for the property and will require the council seal to be executed on the lease document.

Council approval is sought to affix the seal as per NSW Local Government Regulations (1995).

Background

At the June 2011 Ordinary Meeting Council resolved (Resolution 425/1011) that the General Manager negotiates the re-establishment of formal commercial 3x5 year Lease Agreements with the current tenants with CPI or minimum 3% increases for the following properties:

Coonabarabran Medical Centre – 61 Cassilis Street Coonabarabran	Medical Centre Pathology Rooms Practice Rooms
Dunedoo Medical Centre – 2 Digilah Street, Dunedoo	Medical Centre
Dunedoo Community Health Centre – 4 Digilah Street Dunedoo	Treatment Room
Mendooran Community Centre Surgery Rooms – 65 Street Mendooran	Treatment/Office Rooms

Commercial leases were drawn up in 2013 as three (3) year agreements to ensure that the cost of registering the lease on title deeds did not have to be forwarded onto the tenants as is required for any lease over three (3) years. The current leases will all expire in 2016.

The current tenant has formally requested that he would like to renew his agreement for five (5) years with the option to sublet included as per previous negotiations on his existing lease. With any lease for five (5) years and over the lease agreement is required to be registered on the title deeds. Council's solicitor has completed the documentation and the tenant has signed this document including a deed of release from his previous agreement with Council.

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As per Council resolution, Council's General Manager and Mayor are required to sign the lease agreement, and affix the Council seal.

Issues

The Local Government Regulations 2005 section 400, Council seal, part 4 states that *'The seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.'*

Options

Should Council wish to enter into this commercial tenancy agreement for the next five years with the title deeds noted with the agreement, the lease will need to be signed and Council seal affixed.

Financial Considerations

The lease is worth \$65,000 approximately to Council over the next five (5) years.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Councils seal, sign and execute the lease agreement for the property at 2 Digilah Street, Dunedoo for a five (5) year period.

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Item 28 Commercial Lease, Coonabarabran Airport Hanger

Division:	Development Services
Management Area:	Property and Risk
Author:	Manager Property and Risk - Jennifer Parker
CSP Key Focus Area:	Public Infrastructure and Services
Priority:	PI2 The long-term wellbeing of our communities is dependent on the on going provision of high quality services in health and aged care, education, policing and public safety, child, youth and family support, environmental protection and land management

Reason for Report

Council has been requested to initiate a lease with the new owner of one of the Hangers at Coonabarabran Airport. With the lease being for a period greater than three (3) years the lease is required to be registered on the title deed and sealed with the Council seal. It is requested the new agreement be for a five (5) year period with the option for renew enabling the agreement to stand for twenty (20) years in total.

Council approval is sought to affix the seal as per NSW Local Government Regulations (1995).

Background

A number of aircraft hangars are located at the Coonabarabran Airport on Council owned and operated land. One of these hangars is in the process of being sold. At present the previous owner has an arrangement with Council whereby the existing lease is on a week by week basis. The new owner of the hangar has requested a formal lease agreement with Council for a twenty (20) year period.

As set out in Councils current Operational and Delivery Plan the annual rate for hangar leases is currently set at \$1.90 per square metre occupied subject to a CPI or 4.5% increase yearly, whichever is the greater. The tenants, in these leases, lease the land that the hanger sits upon from Council.

Lease agreements five (5) years and over are required to be noted on the title deeds. The lease agreement will also require the signature of the General Manager and the Mayor with the Council Seal being affixed to the document.

Issues

The Local Government Regulations 2005 section 400, Council seal, part 4 states that *'The seal of a Council must not be affixed to a document unless the document relates to the business of the Council and the Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.'*

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Options

Council could enter into a commercial tenancy agreement for the next five years with the option to renew three times, making the total term for the lease 20 years.

Financial Considerations

The lease value on today's market is \$10,700 gross to Council over the next twenty (20) years.

RECOMMENDATION

That Council approves the General Manager and Mayor to affix Council's seal, sign and execute the lease agreement for the property that the hanger is sited on at Coonabarabran Airport.

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Item 29 Stocktake Visitor Information Centre Stocks October 2014-April 2015

Division:	Development Services
Management Area:	Tourism and Economic Development
Author:	Manager Economic Development and Tourism – Aileen Bell
CSP Key Focus Area:	Local Governance and Finance
Priority:	G4 Council's governance and organisational Structure reflects the vision, directions and priorities outlined in the CSP

Reason for Report

On 21 April 2015 Financial Services undertook a stocktake of the saleable items stock held at the Coonabarabran Visitor Information Centre.

Background

Council conducts stocktakes in order to reconcile the physical sales stock with what is recorded in Council's accounting records system. Stocktakes are an important internal control that ensures the accuracy of Council's stock records and also acts as a process for detecting and preventing fraud.

A disparity between Council's stock records in its financial systems and Council's stocktake results will mean that there has been a failure of either the system for physically controlling the stock or in the operations of recording the stock.

A retail operation such as the VIC will present a different set of issues to an internal stores/depot stock take and discrepancies in stock counts to the stock records may indicate a number of issues for the VIC. "Shrinkage" of stock may be due to lost or misplaced stock, stolen or broken stock or goods wrongly located in the store or shelves. Stocktakes ensure that any disparities are identified and then be rectified.

Issues

Difficulties experienced at previous stocktakes related to the installation of a new cash register have continued and are being addressed when identified. This has included the timing of stock write offs as they occur – damaged and out of date stock; these are being entered onto the Stock Control of the register.

The VIC is dependent on the services of volunteers who may enter goods sold incorrectly; they may use the wrong barcode or not know the correct procedures for certain transactions. This results in amazing variations in the stock levels and the requirement for staff at the VIC to double count to clarify the anomalies.

The actual count of stock presented issues which delayed operations at the VIC and required the Centre to be closed for the morning of the count with staff having to address all stock control prior to end of day, impacting on the routine work and services of the VIC.

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Financial Considerations

The April Stocktake results are as follows:

Opening Stock Value (@16.10.14)	\$14,373.77
Closing Stock Value (@ 20.04.15)	\$16,858.86
Gross Sales/Revenue for period	\$23,676.55
Stock purchases for period	\$13,640.67
Stocktake of 21.04.2015 indicates:	
a GAIN of	\$172.69
and a LOSS of	\$370.40
Resulting in a Variance of -\$197.71	

Of this loss, \$100 can be explained by way of an administration error when introducing stock (books with a purchase price of \$20 each) to the Uniwell Lynx (the till) System. The Stock Control box was not ticked so the new stock not picked up in the movements and sales until realised on the day of the stocktake. This therefore shows a loss of 5 books which were in fact sold.

With the above stock factored into the report, the overall count of stock held resulted a Nett Loss of \$97.71

RECOMMENDATION

That Council notes the results of the October 2014 to April 2015 Stocktake at the Coonabarabran Visitor Information Centre and approves a nett stock write-off of \$97.71.

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Item 30 Development Applications

Division: Development Services

Management Area: Regulatory Services

Author: Development Services Administration Officer – Katrina Matakitoga

CSP Key Focus Area: Rural and Urban Development

Priority / Strategy: RU 4 The attractiveness appearance and amenity of our towns and villages need to be improved

Development Applications (i) Approved – April 2015

Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 24/2015	13/04/2015	28/04/2015	WSC	152 Bolaro Street	Dunedoo	Alterations and Additions to Commercial Building	0
DA 21/2015	7/04/2015	28/04/2015	Kelvin Williams	26 Cobborah Street	Dunedoo	New Garages/Sheds – residential	0
DA 19/2015	01/04/2015	02/04/2015	Coolah Home Base Pty Ltd	38 Cunningham Street	Coolah	New Garages/Sheds – Residential	0
DA 16/2015	31/03/2015	01/04/2015	WSC	Binnia Street	Coolah	New Other	0
DA 22/2015	24/03/2015	10/04/2015	Sandra Varty	Hilton Estate	Coonabarabran	New Carport	0

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Complying Development (Set Criteria) Development Application (Specialised Conditions)	Date Lodged	Date Approved	Applicant's Name	Location	Town	Type Of Development	Stop the Clock Referral Days
DA 15/2015	23/03/2015	13/04/2015	Katrina Bowman	59 Bandulla Street	Coonabarabran	New Dual Occupancy and carport	0
DA 14/2015	19/03/2015	13/04/2015	Jennifer Ut	215 Tibuc Road	Coonabarabran	New single storey dwelling	0
DA 23/2015	10/03/2015	28/04/2015	Steven McCoy	331 Quaker Tommy Road	Coonabarabran	New Garage/Shed – Residential	0
DA 7/2015	02/03/2015	02/04/2015	Corey Philip	Ulan Street	Coonabarabran	New Commercial Building	0
DA 5/2015	11/02/2015	02/04/2015	Richard Perram	882 Timor Road	Coonabarabran	New Garage/Shed – Residential	0
DA 2/2015	27/01/2015	29/04/2015	Taylor Made Buildings	15 Turill Road	Uarbry	New installation of Manufactured Home	77

RECOMMENDATION

That Council note the Applications and Certificates Approved, during April 2015, under Delegated Authority.